

Department of State/GSO handbook

Effective Date 4 March 2005



Movement of DOD Household Goods

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND

Deputy Chief of Staff for Passenger and Personal Property

Department of State General Services Officers Worldwide

Ladies and Gentlemen:

This letter forwards the Department of Defense (DOD) Personal Property Instruction containing the policies and procedures for the worldwide movement of DOD personnel's personal property. The Instruction is effective on 4 March 2005. Additional information may be found on www.sddc.army.mil under personal property/povs.

The material in the instructions supersedes all previously provided instructions from the Military Surface Deployment and Distribution Command (SDDC). It is to be used as the DOD authority in the processing of all international through Government bill of lading personal property shipments; to include privately owned vehicles (POV), for DOD personnel. Periodic changes will be issued updating the Instruction's contents. (In addition, SDDC will implement a "HOTLINE" message service for quick notification of emergency guidance or of other urgent items of interest involving the programs.)

Your comments on improvements to the Instruction are encouraged in order to improve the effectiveness and efficiency of the programs. Any questions regarding the Instruction or its contents should be directed to Headquarters, Military Surface Deployment and Distribution Command, ATTN: SDPP-PO, 200 Stovall Street, Alexandria, VA 22332- 5050. Telephone numbers are: Defense Service Network (DSN), 328- 2954; Commercial, (703) 428-2954. FAX numbers are: Commercial, (703) 428-3388. Office hours are (Local time), 7am to 4:30pm, Monday through Friday.

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DCS, Passenger and Personal Property

REFERENCES

- (a) DOD Directive 400.19, "Interservice, Interdepartmental , and Interagency Support," October 14, 1980
- (b) Joint Federal Travel Regulation (Volume 1) and Joint Travel Regulation (Volume 2)
- (c) DOD 5030.49-R "Customs Inspections," May 1977, authorized by DOD Directive 5030.49, January 6, 1984
- (d) ATF Pub 5300.5, "Your Guide to Firearms Regulation," 2003
- (e) DOD Regulation 4500.9R, Part IV "Defense Transportation Regulation," August 2003
- (f) Department of State AIRGRAMS, reference no. A-435, F.O. 11652, TAGS: ATRN, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts dated March 26, 1972. Reference no A-92, E.O. 11652, TAGS: ATRN, SUBJECT: Shipment of HHE, UAB and POV's belonging to Military Members, dated 11 January 1982. Reference A-27, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts, dated 11 January 1988.
- (g) Military Traffic Management Command Memorandum, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts, dated 7 Jan 1982
- (h) Military Traffic Management Command Memorandum, SUBJECT: Department of Defense (DOD) Sponsored Shipments to/from American Embassies dated September 8, 1987

DOD PERSONAL PROPERTY INSTRUCTION

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DEFINITIONS

1. Accessorial Service. A service apart from the linehaul transportation incident to the movement of personal property. Examples of accessorial services include extra labor, storage-in-transit or other service not covered by the posted rate. An extra charge in addition to the posted rate will be charged for these services.
2. Agent, Transportation Service Provider (TSP). A business firm, corporation, or individual acting for, or on behalf of, a carrier
3. Air Mobility Command (AMC). An Air Force major command and USTRANSCOM Air Force component with the primary responsibility for DOD strategic airlift
4. Attempted Pickup and/or Delivery Charge. The use of labor and/or vehicles to perform pickup or delivery of property at the member's residence, when ordered by the personal property shipping officer and service cannot be performed.
5. Carrier. A business entity that holds appropriate state or federal permits or certificate for the movement of personal property
6. BLUEBARK. A code word used to designate a personal property shipment of a deceased member or deceased dependent of a member
7. Carrier, DOD-Approved. Any carrier, as defined above, approved by the Commander, SDDC, for participation in the DOD Personal Property Shipment and Storage Program
8. Codes of Service. The following are types of service under the ITGBL method:
 - a. Code 4. Movement of household goods in SDDC-approved door-to-door shipping containers (wooden boxes). Carrier provides linehaul from residence, ocean transportation, and linehaul to destination residence.
 - b. Code 5. Movement of household goods in SDDC-approved door-to-door shipping containers. Carrier provides linehaul from residence, the Government provides ocean transportation, and the carrier provides linehaul to destination residence
 - c. Code 6. Movement of household goods whereby the carrier provides containerization at origin and all linehaul and commercial air transportation required to reach destination
 - d. Code 7. Movement of unaccompanied baggage whereby the carrier provides containerization at origin and all linehaul and commercial water transportation required to reach destination
 - e. Code 8. Movement of unaccompanied baggage whereby the carrier provides containerization at origin and all linehaul and commercial air transportation required to reach destination.

f. Code T. Movement of household goods whereby the carrier provides containerization at origin, linehaul to a military aerial port, the government provides air transportation, and the carrier provides linehaul to destination.

g. Code J. Movement of unaccompanied baggage whereby the carrier provides containerization at origin, linehaul to a military aerial port, the government provides air transportation, and the carrier provides linehaul to destination

9. Container. An external shipping conveyance for the movement of personal property. Personal property containers must be weather tight, fitted with at least one door (hinged or removable section), and capable of being handled and transported by existing equipment. Containers must be constructed to conform to minimum dimensional, material, and construction specifications.

10. Continental United States (CONUS). As used in connection with household goods, includes all areas within the United States, excludes Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

11. Cost Comparison. An evaluation by the Commander SDDC, or a PPSO of the relative total through costs of a personal property shipment to select the method and mode of shipment that meets the member's requirements at the lowest overall cost.

12. Customs Territory of the United States (CTUS). The 50 states, the District of Columbia, and Puerto Rico

13. Destination Point. City or installation shown in the destination block on the Personal Property Government Bill of Lading.

14. Final Delivery Point. Place at which carrier surrenders possession of property to the owner or owner's agent and no further transportation or services are required under the Personal Property Government Bill of Lading

15. Government Bill of Lading Office Code (GBLOC). A four-letter alpha code that identifies the installation or activity responsible for shipments moving under Government bills of lading. GBLOCs are used for internal accounting purposes and for the distribution of information to the installation or activities. The proponent for issuance is the Commander, SDDC ATTN: SDPP-IC, 200 Stovall Street (Hoffman II), Alexandria, VA 22332.

16. Gross Weight. The total weight of all articles plus necessary packing materials and shipping containers

17. Hazardous Material. Any material having one or more hazardous characteristics. Hazardous materials are classified according to the greatest hazard present. See Chap 2, Tab D this handbook for a listing of hazardous materials.

18. Household Goods: Furniture, furnishings, boats, or equipment; clothing; baggage; personal effects; professional books, papers, and equipment; and all other personal property associated with the

home and person as defined in the Joint Federal Travel Regulations (JFTR) for military service members. Refer to the Joint Travel Regulations (JTR) for the definition of household goods for DOD civilian employees.

19. Inter-theater Movement. Movement of personal property from an origin point in one overseas theater to a destination point in another overseas theater.

20. Intra-theater Movement. Movement of personal property from an origin point in an overseas theater to a destination point in the same overseas theater.

21. Kilogram. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.

22. Member. The military or civilian employee of the Department of Defense or an individual sponsored by the Department of Defense for whom services are being provided at Government expense.

23. Military Sealift Command. A major command of the US Navy and a component of the United States Transportation Command responsible for common-user sealift transportation services

24. Military Surface Deployment and Distribution Command. An Army major command and USTRANSCOM component that provides cargo, passenger, and personal property traffic management services to all DOD Components.

25. Net Weight. The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

26. One-Time-Only (OTO) Rates. Rates solicited by SDDC from individual carriers for the one-time movement of personal property.

27. Origin Installation. Military installation or activity which controls and issues Personal Property Government Bills of Lading for personal property shipments.

28. Overseas Theater. An overseas area which is composed of one or more of the Armed Services, designated to operate in a specific geographical area, i.e., the Pacific, European, Southern, or other command.

29. Packing Carton. Packing carton used for packing items requiring additional protection prior to placing inside shipping container

30. Personal Property. Includes household goods, unaccompanied baggage, POVs

31. Personal Property Shipping Office. An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services.

32. Pickup Point. The specific location where the carrier takes possession of personal property for shipment.

33. Port of Embarkation/Debarcation.

a. Ocean (WPOE/WPOD). Includes dock, wharf, pier, or berth at which cargo is loaded aboard a ship or is discharged from a ship, including the carrier's port terminal facility or warehouse serving the port.

b. Aerial (APOE/APOD). Includes AMC or commercial facilities for loading, unloading, and handling of shipments, including the carrier's port terminal facility or warehouses serving the port.

34. Rate area. An area is generally defined as each of the states and the District of Columbia and a country/U.S. possession, or other such description in the overseas area. However, individual states and countries may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate service and rate computations in the ITGBL program.

35. Required Delivery Date (RDD). A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property for delivery to the member or member's agent at destination. If the RDD falls on a Saturday; Sunday; Foreign National, U.S. National, or state holiday, the RDD will be the following workday.

36. Shipment. Property made available by one shipper to the carrier for loading at one time, at one place of origin, for one consignee, and to one destination.

37. Shipping Container. External container, crate, tri-wall, bi-wall, or other Government-approved container into which individual articles and/or packing cartons are placed.

38. Standard Carrier Alpha Code (SCAC). A four-digit alpha code assigned to each carrier by the National Motor Freight Traffic Association to identify that carrier in the various procedures and documents used in the DOD Personal Property Shipment and Storage Program.

39. Storage.

a. Temporary Storage. Storage in connection with a linehaul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in-transit, at destination, or any combination thereof.

b. Non-temporary Storage. Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a tender of service entered into by the storage firm and the Government.

40. Tender. A document providing quotations to the Government based on special rules, regulations, rates, and charges applicable to personal property shipments. A tender issued by or for a regulated carrier shall be based on a Surface Transportation Board (STB) or other regulatory body operation authority or permit.

41. Through Government Bill of Lading (TGBL). A single PPGBL issued to a commercial carrier to acquire transportation and related services for a shipment of household goods from origin to destination.

a. International TGBL (ITGBL). The movement of personal property between CONUS and an overseas point, or between overseas points, by use of a DOD-approved carrier. The carrier shall arrange or perform all required services incident to movement. The carrier's responsibility begins once the shipment is accepted at origin and ends upon delivery at destination.

42. Transit Times. The minimum time established for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays, Sundays, and holidays are counted as part of the transit time.

43. Unaccompanied Baggage. The portion of a member's prescribed weight allowance of personal property including professional books, papers, and equipment, normally shipped separately from the bulk of personal property and designated as such on the member's application for shipment.

44. United States Transportation Command (USTRANSCOM). The unified command which is the DOD single manager for sea, land and air transportation in both peace and war. USTRANSCOM controls all DOD transportation assets except those, which are Service-unique or theater-assigned.

GLOSSARY OF ABBREVIATIONS'

| | |
|-------|---|
| APOD | aerial port of debarkation |
| APOE | aerial port of embarkation |
| ATF | Alcohol, Tobacco, and Firearms (Bureau of) |
| CONS | consumable items |
| CONUS | continental United States |
| CTUS | customs territory of the United States |
| CU | cube |
| CWT | hundredweight |
| DOD | Department of Defense |
| DTR | Defense Transportation Regulation |
| EPA | Environmental Protection Agency |
| GBL | Government bill of lading |
| GBLOC | Government bill of lading office code |
| GSO | General Services Officer |
| HHG | household goods |
| ITGBL | international through Government bill of lading |
| JFTR | Joint Federal Travel Regulation |
| MARS | Military Affiliated Radio System |
| MDC | movement designator code |
| NCWT | net hundredweight |
| OTO | one-time-only |
| PBP&E | professional books, papers, and equipment |

| | |
|------------|---|
| PCS | permanent change of station |
| POD | port of debarkation |
| POE | port of embarkation |
| POF | privately owned firearms |
| POV | privately owned vehicles |
| PPCIG | Personal Property Consignment Instruction Guide (Worldwide) |
| PPGBL | Personal Property Government Bill of Lading |
| RDD | required delivery date |
| SCAC | standard carrier alpha code |
| SDDC | Surface Deployment and Distribution Command |
| SIT | storage-in-transit |
| SSN | social security number |
| TDY | temporary duty |
| TO | transportation office |
| UB | unaccompanied baggage |
| USTRANSCOM | United States Transportation Command |
| VPC | Vehicle Processing Center |
| WPOD | water port of debarkation |
| WPOE | water port of embarkation |

CHAPTER 1

GENERAL

1000. Purpose

a. This handbook prescribes traffic management procedures for the movement and storage of HHG, UB, and POFs. Provisions do not apply to the administration or interpretation of entitlements. These policies and instructions are only for U.S. military personnel and DOD civilians assigned duty at Foreign Service posts.

b. This handbook covers the preparation of requests for shipment of personal property as well as the preparation of the required shipping documents, describes request and reply procedures, and gives preparation instructions for the request and reply formats.

1001. Policy

a. Quality service to the member is given primary emphasis in implementation and management of the personal property program.

b. All DOD members must have their HHG and UB shipped under the provisions of the ITGBL program. No DOD personal property shipments are authorized to be moved under the provisions of the DOS.

1002. Responsibilities

a. SDDC. Commander, SDDC is designated as the executive agent for DOD Personal Property Shipment and Storage Program on a worldwide basis per DOD 4500.9R.

(1) Deputy Chief of Staff for Passenger and Personal Property. The Deputy Chief of Staff for Passenger and Personal Property designated the Domestic and International Rates Branch as manager of the OTO Program. The Domestic and International Rates Branch is the overall coordinator for this instructions and updates.

(2) TSP/Agents. DOD Shipments are to be moved only by HQSDDC approved TSP's. General Service Officers may request the use of specific agents when submitting OTO requests.

(3) Publications.

(a) SDDC instruction. These instructions provide the minimum guidance, instructions, and examples required to request, prepare documentation, and administer DOD shipments. It is in compliance with DOD 4500.9R, Defense Transportation Regulation, Part IV Personal Property and International Personal Property Solicitations. No other documents will be used by the GSO in the management and shipment of DOD personal property without prior written approval from HQSDDC

(b) International Personal Property Rate Solicitation and Special Rate Solicitations. Solicitations provide rate submission instructions and charges authorized for services. These solicitations are used by HQSDDC and the carriers to obtain OTO rates and services, which in turn, are used by the Defense Finance and Accounting Service and General Services Administration for audits and payments.

(c) Personal Property Consignment Instruction Guide (PPCIG) consists of 2 volumes: Vol I, CONUS activities, and Vol II, Overseas activities. The PPCIG, published by HQSDDC, provides consignment instructions for DOD shipments. Each page contains a "Special Instructions" section which may be used to convey special routing and consignment information which is not shown elsewhere. Also included are General Instructions pages which contain information applicable to all military services on customs requirements, POVs, pets, privately owned weapons, etc. Failure to follow consignment instructions will result in mis-consigned shipments. Mis-consigned shipments create additional costs to DOD and hardship for the DOD member. You may access the PPCIG at SDDC's homepage at www.sddc.army.mil

b. DOS. Office of Transportation Division. The Chief Transportation Division is designated as the executive agent for support of the DOD Personal Property Shipment and Storage Program as described in this instruction. The Transportation Division will act as the DOS single point of contact with the SDDC program managers and with service headquarters for the execution of DOS responsibilities.

c. GSO

- (1) GSOs are responsible for executing DOD personal property shipments in accordance with this instruction. Responsibilities and authorities are delegated to the GSO, in accordance with the DOD/DOS Interagency Agreement and this instruction.
- (2) GSO s are not to use DOS channels for shipment of household goods and unaccompanied baggage.
- (3) Publications and Publications Accounts. GSOs should maintain their established publication accounts.
- (4) Personal Property Consignment Instruction Guide, Worldwide Volume II - Overseas.
 - (a). Each GSO is responsible to ensure the PPCIG instructions for inbound shipments into their AOR are current, clear, and concise.
 - (b). For outbound shipments, deviation from the consignment guide instructions must be requested as part of the OTO request. SDDC does not have the authority to deviate from overseas host country requirements.
 - (c). It is the responsibility of each GSO to ensure that instructions are correct. Whenever a change occurs, submit a change of consignment instructions to

the HQ SDDC, SDDC Personal Property Office-Europe or SDDC Personal Property Office-Pacific depending on which area you are in. Changes may be submitted by e-mail.

- (5) Accept and process promptly all requests for the shipment or storage of DOD personal property, regardless of the member's military service affiliation.
- (6) Prepare the proper customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required.
- (7) Establish reasonable RDD based on the member's requirements, i.e. taking in consideration leave, schooling, TDY enroute, anticipated date of residence at destination, etc.
- (8) Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member, according to the policies and procedures established in this instruction. Process requests for OTO rates to move shipments. (See OTO procedures, Chapter 2)
- (9) Advise the member or the member's authorized agent of the name of the TSP/agent selected
- (10) Control, secure, issue and prepare Personal Property Government Bills of Lading (PPGBL's), SF 1203, and submit them to the carrier before the actual pickup date. See Chapter 5 for preparation and distribution of the PPGBL. If the GSO cannot secure Personal Property Government Bills of Lading, any U.S. Government Bills of Lading may be utilized.
- (11) Establish a shipment file for inbound and outbound personnel.
- (12) Certify on the Statement of Accessorial Services Performed (DD Form 619), the period of time when a shipment is ordered in (to) and out of SIT. Return a certified copy to the carrier within 10 workdays of receipt.
- (13) Perform claims inspections, as required, to determine carrier compliance with tenders of service, tariffs, and rate tenders.
- (14) Recommend to HQSDDC the suspension or disqualification of a carrier with full justification if deemed necessary by the GSO.

1003. Publications:

Most publications referenced in this handbook are available through the SDDC homepage at www.sddc.army.mil

1004. Forms Supply:

All forms discussed in this instruction are available through normal supply channels or downloaded from appropriate websites. DoD forms can be found at the below listed website. (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

U.S. Customs and border protections forms can be obtained from the below listed website. (<http://www.customs.ustreas.gov/xp/cgov/toolbox/forms/>)

1005. Application for Shipment or Storage of Personal Property:

Application procedures are provided in Chapter 5, which describes the completion and distribution of various forms and specifies required supporting documentation.

1006. Accessorial Services:

As a general rule, accessorial services are not authorized for ITGBL boat, POV and OTO moves of HHG and UB. In these moves, accessorial services are part of the single factor rate. If you have a question, contact the appropriate SDDC office for assistance.

1007. Technical and Training Support:

a. Technical Support. Contact your area SDDC Office for support. They can be reached at

(1) HQ SDDC, ATTN: SDPP-PO phone number (703) 428-3495 or fax (703)428-3388

(2) SDDC-Europe, phone number (49) 711-729-4081, 4083 or 4085, fax (49) 722-729-2597 or e-mail to ppd@eucom.mil

(3) SDDC-Pacific, phone number (808)-656-3331 or fax (808)-656-3221

b. Training Support.

SDDC Support. HQ SDDC, SDDC-Europe and SDDC-Pacific will provide assistance and on-site training in their respective office, as required. On-site training should be requested 30-days prior to the desired start date. GSOs are encouraged to send their personnel for this hands-on training. The training is provided without cost. Travel and per diem costs are the responsibility of the DOS.

1008. Tracing Procedures:

GSO's can institute or respond to tracing requests as described in Paragraph 2003 of this instruction.

1009. Counseling:

When a DOD member receives a PCS order, the GSO briefs the member on shipping entitlements. This involves preparation of an Application for Shipment and or Storage of Personal Property (DD Form 1299), and a Personal Property Counseling Checklist (DD Form 1797). Reasonable weight estimates are required by HQSDDC. See Chapter 5 and Appendix B for additional instructions.

1010. Claims:

As a general rule, GSOs will not become involved with the processing of claims by DOD personnel. GSOs are required to provide appropriate documentation of shipments originating or being delivered in their areas of responsibility as required by the individual service. Claims instructions are provided at Appendix C. DOD personnel will process claims in accordance with their individual service regulations. If a request for assistance is made to the GSO, the GSO should contact the appropriate service headquarters in Appendix A.

1011. PPGBL Preparation:

Chapter 5 provides detailed instructions for preparation and distribution of the PPGBL. This document is required for all personal property shipments made for DOD members

1012. Entitlements:

Authorization for shipment of personal property, POVs, professional books, papers, and equipment is prescribed in the JFTR. A table of prescribed weight allowances in effect on the date of this instruction is shown in Appendix B, the members' military service headquarters may impose restrictions to those amounts. In some cases, the members PCS order will contain entitlement information, however, if a request for authorization is required, the GSO should contact the appropriate service headquarters in Appendix A.

1013. Foreign Flag Certification:

No DOD shipment is authorized to move under DOS foreign flag certification. GSO's are not authorized to approve the use of foreign flag vessels or aircraft to move DOD shipments. Only Military Surface Deployment & Distribution Command (SDDC) and Air Mobility Command (AMC) are authorized to issue foreign flag certificates.

a. If you are aware US Flag vessel service is not available, include this information in your OTO request in accordance with Chapter 2.

b. DOD carriers or their agents are solely responsible for the request to AMC or SDDC for foreign flag certification.

1014. Inconvenience Claims:

The carrier industry generally has shown willingness to honor reasonable inconvenience claims that are the direct result of the carrier's failure to pick up or deliver personal property shipments on agreed-upon dates. While carriers are not required by the Tender of Service to settle or honor claims for inconvenience the member is entitled to submit such a claim. The member should contact his service headquarters for assistance in filing inconvenience claims.

1015. BLUEBARK Designation:

The code word "BLUEBARK" shall be used to designate a personal property shipment of a deceased member, or deceased dependent of a member. In the case of a BLUEBARK shipment, origin GSO shall:

- a. Mark the code word "BLUEBARK" in a conspicuous place on all shipping documents.
- b. Send copies of all documentation (annotated with the code word "BLUEBARK") to the destination GSO/TO. Advanced documentation shall be mailed in a timely manner to allow the destination GSO/TO sufficient time to contact the carrier and consignee before arrival of the shipment.

CHAPTER 2

ITGBL OTO PROGRAM

2000. Purpose and Scope:

This chapter provides guidance and establishes procedures for the worldwide shipment of HHG and UB under the ITGBL OTO method. The provisions of this chapter apply to all DOD-sponsored HHG and UB shipments.

2001. Responsibilities:

a. GSOs requiring an OTO rate will submit a request by priority message, email or fax to CDRSDDC ALEXANDRIA VA//SDPP-PO (example at Tab A). Recommend e-mail submission to (ppops@sddc.army.mil). Request for shipments moving entirely within or between Europe, Africa and the Middle East will be submitted to SDDC-Europe (SDPP-PO-E) via e-mail at ppd@eucom.mil.

b. After award of shipment to an OTO carrier, SDDC will provide the requesting GSO shipment award information consisting of the carrier's name, SCAC, rate, tender number, origin agent and destination agent, by message, fax, or e-mail. This notification from SDDC constitutes authority to issue a PPGBL for the shipment

2002. Instructions for Shipment Containing Firearms, Alcoholic Beverages or Hazardous Materials:

- a. Shipment of privately owned firearms (Tab B)
- b. Shipment of alcoholic beverages (Tab C)
- c. Shipment of hazardous material (Tab D)

2003. Shipment Tracing:

Personal property shipments shall be traced by the GSO to determine current location, status, and new estimated time of arrival; when the needs of the member require such action; when the shipment has not arrived by the RDD; when the carrier has not reported a delay to the destination GSO/TO; or when the carrier-reported ETA has elapsed.

a. The destination GSO shall first attempt to trace shipment through the carrier's agent at destination.

b. If the property is not located, the destination GSO shall contact the home office of the carrier. Carrier contact information can be found under the Approved Carrier listing of the Personal Property/POV page of SDDC's homepage at www.sddc.army.mil. Tracer message should be transmitted via e-mail and include an information copy to the origin GSO/TO. For Marine Corps personnel, provide an information copy to the Marine Security Guard Detachment Commander at the American Embassy. Tracer message shall contain the following information elements and any other information pertinent to the shipment:

(1) Member's name, social security number, rank and branch of service

(2) Commodity shipped (UB or HHG)

(3) Code of service of shipment

(4) Origin GSO/TO, including GBLOC

(5) Destination GSO, including GBLOC

(6) Date of pickup

(7) RDD

(8) PPGBL, airway bill number, transportation control number, flight number, vessel, or voyage number, if known.

(9) POC including name, and commercial telephone number, fax, e-mail address and return address.

(10) Remarks, including all actions taken on tracing this shipment before this message. Actions will be listed in chronological order.

(c) Tracers shall ask the carrier to furnish, within 72 hours the current status, location, and ETA.

(d) If no reply is received or the reply is uninformative, the destination GSO/TO shall forward a copy to the SDDC overseas command (SDDC PPO-Europe/SDDC PPO-Pacific)

2004. Storage-in-Transit (SIT):

The GSO may authorize SIT when necessary to meet the member's requirements, in accordance with subparagraphs a and b below.

a. SIT Period. SIT for military members will be authorized in accordance with the JFTR and the sponsoring Service guidelines. SIT for civilian employees will be authorized in accordance with the JTR, and cannot exceed the number of days specified in the employee's orders.

b. GSO will notify the destination TO and HQSDDC, ATTN: SDPP-PO (or SDPP-PO-E for Intra-theater Europe), on all OTO shipments placed in SIT at origin.

2005. Non-Temporary Storage (NTS):

NTS is not authorized at overseas areas under the OTO program. If the GSO has a situation that may require consideration of NTS, GSO will contact the military service headquarters, with a full explanation of the situation and ask for instructions.

CHAPTER 2

TAB A

OTO REQUEST FORMAT

AMEMBASSY BANGKOK//GSO//

CDRSDDC ALEXANDRIA VA//SDPP-PO//

UNCLAS

SUBJ: REQUEST FOR OTO PERSONAL PROPERTY SHIPMENT

1. MEMBER'S NAME, RANK, SSN, BRANCH OF SERVICE
2. CODE OF SERVICE: (4,5,6,7,8,J,T)
3. ORIGIN: (Pickup address to include street, city and country. Include your GBLOC)
4. DESTINATION: (Address where shipment is actually going to include street, if known, city, state or country. Include destination transportation office GBLOC)
5. PICKUP DATE:
6. REQUIRED DELIVERY DATE (RDD)
7. ESTIMATED WEIGHT:
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES:
9. ROUTING: (Normally not applicable for Embassy shipments. Carriers provide the routing)
10. LIST OF SUSPENDED CARRIERS: (Normally not applicable for Embassy shipments)
11. REMRKS: (Include information such as, shipment packed and crated, use of specific agent at origin required, or any other unusual circumstance)
12. POINT OF CONTACT: (Name, e-mail address and phone number of individual submitting OTO request)

NOTE: For Intra-theater shipments moving within or between countries in Europe, Africa and the Middle East use the same format but address to SDDC-Europe and e-mail to ppd@eucom.mil

CHAPTER 2

TAB B

SHIPMENT PROCEDURES FOR PRIVATELY OWNED FIREARMS (POF'S)

1. Purpose. This tab provides policies and procedures for movement of a member's POF's both interstate and import/export to and from the U.S.

2. Limitations and Prohibitions

Any shipment of firearms will be first checked in the Personal Property Consignment Guide (PPCIG)) to make sure the weapon can be shipped to the destination location the member is transferring to. If the weapon can be shipped please follow the instruction in the PPCIG for the shipment of the weapon.

3. Authorization: Importation of firearms to the U.S.

a. Military members are required to check with their gaining activity for authorization to import to the U.S. all firearms previously taken out of the U.S. by the member and those firearms acquired while overseas for the member's personal use. However, firearms acquired overseas that have not been registered with the ATF are not permitted to be imported in the Customs Territory of the United States (CTUS). The member may import war trophies and surplus military firearms if authorized by the member's DOD component. Importation will be to the member's place of residence and will comply with those state and local ordinances.

b. DOD civilian employees are required to check with their gaining activities and post reports for authorization to import to the U.S. only those firearms that have been certified by U.S. Customs and have been taken overseas by the employees. Firearms acquired by the employee while overseas may not be imported directly to the U.S. The employee will contact an authorized dealer in his or her state of residence in the U.S. to act in his or her behalf to obtain a permit for importation, after which the employee may obtain the firearm directly from the dealer.

4. Responsibilities of Members. Members will:

a. Obtain and provide copies, upon request, of documentation authorizations, individual licenses, or registration forms for the firearms to be shipped as part of an authorized personal property shipment

b. Ensure all applicable laws and regulations of the U.S. and its Territories, foreign countries, and municipalities are complied with regarding the possession, carrying, registration, and shipment of POFs. Military members are also subject to respective military service-prescribed limitations and regulations. (See DTR, Part IV, Customs and the General Instructions of the Personal Property Consignment Guide, Worldwide for additional information.)

c. Ensure all firearms are free of explosive charges when turned over for shipment.

d. Under Federal law, the carrier or contractor shall be notified that firearms are being transported.

5. Application for Shipment of Firearms. All applications for the shipment of firearms into CONUS or for shipments that include firearms shall be accompanied by appropriate forms or certificates described by DTR, Part IV. A separate DD Form 1299 will be executed when the firearm is not to be packed and shipped with the HHG or UB. The make, model, caliber, and serial number of all firearms to be shipped shall be listed on the shipment inventory, whether shipped separately or as a part of HHG or UB. It is advisable for the member to obtain a Customs Form 4457 (Certificate of Registration) from the nearest U.S. Customs office before shipment from the U.S. as proof of ownership in the United States. Upon reentry to U.S. Customs territory, the member will provide proof of ownership in the U.S. The statement "This shipment contains firearms" shall be placed in the Remarks block on the PPGBL. Counselor should refer to the PPCIG during counseling. The DD Form 1252-1 accompanies the shipment.

6. Shipment through the U.S. Postal Service.

This method of shipment will not be used under any circumstances.

7. Reporting Discrepancies. Carriers, GSOs, and members discovering theft, attempted theft, or non-receipt of firearms shall report the incident immediately to their activity commander and by message to HQ SDDC: ATTN: SDPP-PO. This report shall contain the origin and destination of the shipment; the member's name, rank and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD components shall establish procedures to ensure appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.

CHAPTER 2

TAB C

SHIPMENT OF ALCOHOLIC BEVERAGES

1. Following is the DOD policy on shipment of liquor/alcoholic beverages (including beer and wine) in personal property shipments.

a. Shipments moving from outside the CTUS into CTUS. Liquor/Alcoholic beverages cannot be shipped in the UB or HHG shipment. (See DTR, Part IV, Restricted and Prohibited Articles) Members should be advised to hand carry these items as accompanied baggage, dispose of them, or ship at personal expense. Under certain circumstances reimbursement may be received. Obtain guidance from the sponsoring military service headquarters before advising members to ship alcoholic beverages at personal expense.

b. Shipments moving from CONUS to overseas, inter-theater, or intra-theater (other than within the same country). Shipment of liquor/alcoholic beverages will be in accordance with the destination country General Instructions page in the PPCIG, Volume II (Overseas). Contact the destination transportation office or GSO for specific guidance if PPCIG does not contain any shipping information.

c. Shipments originating and terminating within the same country. Alcoholic beverages may be shipped in the personal property shipment if there are no country restrictions and the carrier will accept them.

d. If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, these items will not be allowed in the personal property shipment due to possible violation of the customs laws of the destination country.

CHAPTER 2

TAB D

SHIPMENT OF HAZARDOUS MATERIALS

The following items will not be shipped with HHG, UB, or POVs.

1. Combustible Liquids

- Alcoholic beverages (any single container exceeding one gallon capacity)
- Alcohols
- Antifreeze compounds
- Camphor oil
- Fluid cleaners (containing combustible materials, e.g. spot clothing cleaners and office machine cleaners).

2. Corrosive Liquids:

- Acids--muriatic, nitric, photographic, sulfuric
- Battery with acid
- Disinfectants
- Dyes
- Flame retardant compounds
- Iron/steel rust preventing/rust removing compounds
- Paint and paint related materials

3. Explosives

- Ammunition
- Black powder
- Blasting caps
- Dynamite, plastics or any similar explosives
- Explosive auto alarms
- Fireworks
- Fuse lighters
- Igniters
- Primers
- Propellants
- Signal flares
- Smokeless powder
- Souvenir explosive instruments of war
- Spear guns having charged heads
- Toy propellants or smoke devices

4. Flammables:

- Acetone
- Adhesives (glues, cements and plastics)

Ammonia
Charcoal briquettes
Cleaning fluids
Compound 3 weed killers
Denatured alcohol
Enamel
Gasoline
Insecticides
Kerosene
Lacquer
Leather dressing or bleach
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
Liquors (any single container exceeding one gallon capacity)
Matches
Oil stains for wood
Paint
Paint or varnish remover
Petroleum products
Polishes, liquid (metal, stove, furniture and wood)
Propane or other gas used for cooking or heating purposes
Propane tanks
Shellac
Shoe polish (liquid)
Solvents, plastic
Stains
Turpentine
Varnish
Wood filler

5. Gases, Compressed: Engine starting fluids, fire extinguishers, gases used in welding, scuba diving tanks (see note below).
6. Aerosol Can: Containing a flammable gas, flammable liquid, toxic, or corrosive substance.
7. Chlorinated Hydrocarbons in decorative lamps (i.e. Lava Lamps)
8. Other Regulated Material Termed Combustible, Corrosive, or Flammable

Note 1: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage. Servicing for shipment will include:

- a. Written certification of purging serviced by dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.

b. Completely empty tank, remove the valve, and replace valve with plug designed for this purpose.

Note 2: Completely drain all fuel from engine power driven equipment. Drain equipment (motorcycle, moped, lawn mowers, boats, snowmobiles.) Run until engine stalls. Drain all oil and water. Allow the fuel tank and lines to remain open for 24 hours prior to pickup. Disconnect non-spillable gel-type batteries and tape the ends to prevent short circuit. Only non-spillable gel-type batteries are authorized. The batteries may remain in the equipment holder, but ensure they remain upright when packed in the shipping container. Batteries with acid or alkali are prohibited from shipment.

CHAPTER 3

TRANSPORTATION OF PRIVATELY OWNED VEHICLES

The movement of privately owned vehicles for DOD members assigned to embassies/consulates will be in accordance with the memorandum of understanding (MOA) in effect between the Surface Deployment and Distribution Command and the Department of State effective 1 July 2004 and the Standard Operating Procedures as shown below.

Standard Operating Procedures

Supplement to the
Memorandum of Agreement
Between
Department of State and Surface Deployment and Distribution Command
For the Movement of
DOD-sponsored Privately-Owned Vehicles

PURPOSE

The following procedures provide specific details to delineate responsibilities between the Surface Deployment and Distribution Command (SDDC) and the Department of State (DOS) to transport Department of Defense (DOD) sponsored privately owned vehicles (POV) to or from United States Embassies, Consulates and Missions through the DOS transportation system.

The DOS assumes no responsibility or liability for delivery dates/times. Required Delivery Dates (RDD) and/or other requirements for reimbursement (e.g., rental car) or penalty for non-delivery by specific dates are not the responsibility of the DOS for these movements.

SCOPE

The DOS will provide transportation of DOD POVs to/from and between worldwide Posts, except for Bogotá, Brazzaville, Bujumbura, Kinshasa and Kigali, as DOD sponsored POV shipments are not authorized movement by air. DOD-sponsored POVs will be handled using established DOS transportation channels and shipping procedures. This will include movement between the Continental United States (CONUS) and OCONUS areas, as well as between OCONUS locations.

Instructions for processing DOD sponsored POVs for Bogotá, Brazzaville, Bujumbura, Kinshasa and Kigali are contained in the GSO – SDDC Handbook, Chapter 3, available at www.almopsttm.a.state.gov, under Personal Effects, or www.SDDC.army.mil (To navigate the SDDC Homepage, Select Personal Property/POV, Select International {more}, Select Department of State Handbook).. Please contact Dennis Barborak at (703) 428-3003, or via e-mail at BarborakD@SDDC.army.mil, or Charles Helfrich at (703) 428-3277, or via e-mail at HelfrichC@SDDC.army.mil for further information on these posts' air shipment restrictions.

Participation in International Cooperative Administrative Support Services (ICASS) is required for DOS to handle DOD POV shipments.

These procedures apply to all DOD sponsored POVs shipped between DOD vehicle processing centers (VPCs) and DOS activities where a DOD member is assigned. The SDDC POV contractor, DOS Despatch Agents and General Service Officers (GSOs) will work in cooperation with one another using the guidelines in this SOP.

1. Non-Conforming Vehicles/Motorcycles:

Vehicles/motorcycles, which do not conform to Department of Transportation (DOT) and Environmental Protection Agency (EPA) specifications, are not normally handled by DOS for shipment to the U.S. DOS participation in this process consists solely of making the booking with the ocean carrier to the Registered Importer. DOS will arrange movement of non-conforming DOD sponsored vehicles/motorcycles in accordance with instructions published in: CDRMTMC,

Alexandria, VA, MTPP, message, DTG 221915Z, MAY 03, SUBJECT: Instructions for Shipment of Nonconforming Privately-Owned Vehicles and CDRMTMC, Alexandria, VA, MTPP, message, DTG 132203Z FEB 03, SUBJECT: Instructions for Shipment of Nonconforming Motorcycles. Both instructions are contained in Attachment 1.

2. CONUS EXPORT:

The DOD has Vehicle Processing Centers (VPC) at various locations in CONUS. DOD employees will turn-in their POV at the VPC, where a joint inspection between the DOD employee and the VPC is conducted. After DOD processes the joint inspection and initial documentation, the DOD contractor will move the POV to the VPC nearest to the port of embarkation (POE). It is important that all Despatch Agencies assist the DOD assigned contractor in designating the appropriate VPC for export. For example, if a DOD employee turns in his/her POV to the Seattle VPC, and the POV is destined for Barbados, then it is the VPC contractor's responsibility to move the POV to the Orlando, FL VPC, and they will turn it over to the DOS Miami Despatch Agent for movement to destination. It is the Seattle Despatch Agent's responsibility to assist in providing such disposition instructions.

The VPC serving the POE will, upon arrival of the POV, contact the Despatch Agency to arrange POV pick-up from the VPC. The DOD contractor and the DOS vehicle carrier will conduct an inspection of the POV at time of transfer noting all exceptions. Despatch Agencies may only use drive-away service if it involves a distance less than 50 miles. For a distance greater than 50 miles, the POV must be drayed or line hauled, (i.e., car carrier, flatbed). The ELSO, Antwerp does not use drive away services and will dray all vehicles.

The DOS, through its Despatch Agencies, Embassies, Consulates, and Missions is responsible for all documents, clearances, containerization, transportation, and delivery to final DOS destination.

Document requirements for EXPORT:

- A. Employee must provide a legible copy of title (front and back) or certificate of origin: This document must show ownership of the vehicle in the employee's own name, or in the name of a spouse sharing the same surname as the employee. If the spouse's surname is different, the title must reflect the **employee's** name. If a bank or finance company holds the title, the employee must obtain a letter from that institution authorizing shipment of the vehicle overseas.
- B. The owner's name and vehicle's VIN number must be clearly and unmistakably legible on the provided copy of the title. Registrations and bills of sale are not acceptable. No exceptions can be made to this requirement.
- C. Copy of the employee's orders.
- D. DOS Despatch Agent will provide the Vehicle Processing Center (VPC) Contracting Officer's Representative (COR) the following information:
 - 1. Shipping Agents Name
 - 2. Vessel Name
 - 3. Container Number
 - 4. Vessel Sail Date

5. Estimated Time of Arrival (ETA) Date

3. CONUS IMPORT:

When a POV is imported to the CONUS, the origin post GSO is responsible for contacting the Baltimore Despatch Agency to obtain funding information and then moving the POV via DOS shipping channels using established DOS procedures, with the exception of air shipments as listed above. This means consigning the POV to the appropriate CONUS Despatch Agent, except for non-conforming vehicles (see Section 3, Non-Conforming Vehicles). DOS shipping channels and established procedures may mean that POVs are routed via ELSO, Antwerp, as a through point to the final CONUS destination/VPC. When routed through ELSO for forwarding to CONUS, origin posts will make the consignment to ELSO and not the European VPC. Once received and cleared in Antwerp, ELSO will make the export arrangement to the appropriate CONUS Despatch Agency for final delivery to the CONUS VPC. The destination Despatch Agency is responsible for all documentation, clearances, de-containerization, and transportation to the designated VPC. For example, if a POV arrives in Miami, and it is destined for Los Angeles, the Miami Despatch Agency is required to deliver the POV to the Orlando, FL VPC. The DOD contractor and the DOS carrier will conduct a joint inspection of the POV at time of delivery and complete the vehicle inspection form. The DOD contractor is then responsible for moving the POV to the Los Angeles, CA VPC. Despatch Agencies may only use drive-away service if it involves a distance less than 50 miles. For a distance greater than 50 miles, the POV must be drayed or line hauled (i.e., car carrier, flatbed).

Document requirements for IMPORT: The Post General Services Officer will contact the appropriate CONUS Despatch Agency, or ELSO, Antwerp, to establish routing procedures and provide the following documentation:

One legible copy of the applicable DOD orders.

A legible copy of the vehicle title (front and back) and registration.

- A. Non-conforming vehicle/motorcycles will be handled in accordance with the instructions in Attachment 1. DOS participation in this process consists solely of making the booking with the ocean carrier to the Registered Importer.
- B. Provide the appropriate CONUS Despatch Agency, or ELSO, Antwerp, with at least one rated copy of the ocean bill of lading.

Documents should be express mailed to the appropriate Despatch Agency at least 2 weeks before ship's scheduled arrival. The Despatch Agent will provide a copy of all the above documentation to the DOD VPC receiving the vehicle, at the time of delivery.

4. SHIPMENTS BETWEEN OVERSEAS LOCATIONS:

DOD-sponsored shipments moving between overseas DOS activities will move in normal DOS transportation channels using DOS procedures, with the exception of air shipments. Instructions for processing DOD sponsored POVs to Posts that require air shipment are contained in the GSO – SDDC Handbook, Chapter 3, available at www.almopsttm.a.state.gov, under Personal Effects, or www.SDDC.army.mil (To navigate the SDDC Homepage, Select Personal Property/POV, Select International {more}, Select Department of State Handbook). Please contact Dennis Barborak at (703) 428-3003, or via e-mail at BarborakD@SDDC.army.mil, or Charles Helfrich at (703) 428-3277, or via e-mail at HelfrichC@SDDC.army.mil for further information on these posts' air shipment restrictions.

For Post to Post moves, it is the originating Post GSO's responsibility to contact the destination Post to obtain proper marking and consignment information or special instructions. The originating Post GSO should contact the Baltimore Despatch Agency via email at Despatch_Agency_Baltimore@state.gov or phone 410-631-0046 to obtain funding information and provide shipping details. The destination post/GSO will perform customs clearance.

5. CONSIGNMENT & DOCUMENTATION:

In any instance, where subsequent or additional charges are incurred (beyond the control of DOS) the charges will be billed against the SDDC MIPR. Such instances could include, but are not limited to: failure to receive appropriate or complete documentation for a vehicle movement, or occurrences such as port or carrier strikes, demurrage, customs delays, Acts of God, General Order (GO) procedures, claims, terminal service charges, etc.

Port of Discharge

All Atlantic coast ports, **except** Baltimore, Philadelphia, Norfolk, ports in North Carolina, South Carolina, and Florida.

Consignee

U.S. Despatch Agent
Pakerway Towers, Bldg. B
485B, U.S. Route 1, South
Iselin, New Jersey 08830-3013
[Tel: 732-855-8880]
[FAX: 732-855-8899]

Baltimore, Philadelphia, Norfolk, ports in
North Carolina and South Carolina, and Havana

U.S. Despatch Agent
2200 Broening Hwy, Rm 125
Baltimore, Maryland 21224
[Tel: 410-631-0043]
[FAX: 410-631-0058]

All ports in Florida, Havana, and the Gulf
of Mexico (except Mexico)

U.S. Despatch Agent
Miami Corporate Park
7798 NW 48th St.
Building H, Suite 250
Miami, Florida 33166
[Tel: 305-640-4575]
[FAX: 305-715-3502]

All Pacific coast ports.

U.S. Despatch Agent
2800 S. 192nd St., Suite 108
Seattle, Washington 98188
[Tel: 206-764-3805]
[FAX: 206-764-6660]

Mexico

U.S. Logistics Center
225 South Vermillion Road
Brownsville, Texas 78521
(Tel: 956-982-6899)
(Fax: 956-982-6932)

Transit Point

Antwerp, Belgium
Rotterdam, Holland
Bremen/Bremerhaven, Germany

Consignee

European Logistical Support Office
(ELSO)
Noorderlaan 147 –bus 12A
2030 Antwerp, Belgium
[Tel: +32 3 540 2011]
[FAX: +32 3 540 2040]

Destinations handled by Despatch Agency Offices:

Despatch Agency/Baltimore
Despatch Agency/Miami
Despatch Agency/New York
Despatch Agency/Seattle

ELSO/Antwerp, Belgium

Africa, Europe, Near East, Havana
Latin America & Caribbean (except Mexico)
CIS (former Soviet Union) countries
East & South Asia, Pacific, Australia, New
Zealand (plus Kathmandu and Vladivostok)
Africa, Near East & Europe

Mexico: DOD will have POV transported to/from VPC nearest to the U.S. Logistics Center, Brownsville, TX. The U.S. Logistics Center will then arrange onward transportation to their facility in Brownsville, TX.

Canada: DOD will have POV transported to/from VPC nearest to Ottawa, Canada. Despatch Agency/New York will then arrange onward transportation to Ottawa.

Havana: DOD will have POV transported to/from VPC nearest Baltimore, MD or Miami, FL. The appropriate Despatch Agency will then arrange onward transportation to Havana.

6. LOSS and DAMAGE CLAIMS:

The appropriate Military Service Claims office will handle loss or damage claims that result from moving a DOD-sponsored POV through DOS channels. The DOS will provide any supporting documentation available that may be required to adjudicate these claims.

7. PAYMENTS AND BILLING:

Department of Defense

SDDC will provide funding with quarterly increases in the form of a Military Interdepartmental Purchase Request (MIPR) to: Department of State, Attn: A/EX/FM (Working Capital Fund), 2201 C Street, NW, Room 3800, Washington, DC 20520-1052. A quarterly advance payment via a Standard Form (SF) 1080 will be drawn against the MIPR to fund the DOS Working Capital Fund (WCF). The DOS Financial Management Division WCF will draw down the funds to the various DAs. DA Baltimore will certify and submit a consolidated monthly spreadsheet and copies of the DOD employee's travel orders. The monthly spreadsheet will reflect billing according to the Aggregate Rate Charges.

SDDC will, upon receipt of the fourth quarter Import/Export report from DOS, increase or decrease the MIPR as needed and process a debit or credit SF 1080 to close the fiscal year records.

Department of State

Using the DOD appropriation information, a unique billing address will be set up within the Department of State Transportation computer system. Each DA and ELSO will utilize their own fiscal data for the movement of vehicles. The responsible DA and ELSO will prepare a monthly Import/Export excel spreadsheet (attachment 3), identifying appropriate charges for vehicles processed during the previous month. Each DA and ELSO must submit their spreadsheets, along with a copy of the DOD employee's travel order, to DA Baltimore for processing. Although these spreadsheets will reflect billing according to the Aggregate Rate Charges, each DA will be required to track actual charges in order for WCF to track total actual costs. DA Baltimore will certify and forward the consolidated monthly spreadsheet (attachment 4) and travel orders, to: HQSDDC, ATTN: SDPP-PA,

Hoffman Building II, 200 Stovall Street, Rm 10N67, Alexandria, VA 22332. The DOS Financial Management Division WCF will monitor the services of each DA to double-check MIPR amounts, making sure funds are dispersed in a timely and accurate manner.

The SDDC will pay the DOS according to the DOS published WCF standard transportation- billing rate per shipping lane. The rates developed by DOS for each fiscal year will be provided to SDDC on or before 1 October of each year or as revised based upon increases/decreases in shipping costs.

GSO's are requested to provide all transportation costs, to include inland transportation costs, to the appropriate Despatch Agency or ELSO, who will in turn convey the data via a monthly report to the Baltimore Despatch Agency for monitoring of funds disbursement.

8. INSTRUCTIONS FOR UPDATING STANDARD OPERATION PROCEDURES:

DOS GSO activities and Despatch Agents are required to submit changes or updates to this SOP to the Baltimore Deputy Despatch Agent, Nicky Frantz at 410-631-0044 or frantzna@state.gov. VPC CORs and DOD Contractors are required to submit changes or updates to SDDC-PA. SDDC and DOS will review and coordinate all changes to the MOA and SOP annually, or as required.

The following are SDDC points of contact for the Global POV Contract:

| | |
|--|--------------------------|
| <u>Headquarters, SDDC:</u> | (DSN 328) |
| Personal Property and Passenger Services Branch | |
| PH: 703-428-3305 | FAX: 703-428-3381 |
| Personal Property Acquisition & Services Branch | |
| PH: 703-428-3277/3278 | FAX: 703-428-3243 |
| Managerial Accounting Branch | |
| PH: 703-428-2267 | FAX: 703-428-3375 |
| Program and Budget Division | |
| PH: 703-428-2336 | FAX: 703-428-3374 |

SDDC Personal Property Office Pacific

PH: 808-845-8531

FAX: 808-841-2129

598th. Transportation Group (Europe AOR) (DSN 430)

COML PH: 049-621-1240-170/171

FAX: 049-621-1240-124/126

Attachment 1:

Privately Owned Vehicles:

R221915Z MAY 03

AIG 7591

AIG 7593

AIG 7595

AIG 7596

INFO

AIG 12481

AIG 11597

NAVTRANSSUPPCEN NORFOLK VA//02//021//03

CDRMTMCDSC FT EUSTIS VA//G3//

CDR598THTRANSGP VAHINGEN GE

CDR599THTRANSGPTML WHEELER AAF HI

COMNAVSUPSYSCOM MECHANICSBURG PA//53//

COMDT COGARD WASH DC//G-WPM-2//

HQDA WASH DC//DALO-TSP-PP//

HQUSAF WASH DC//LGTT//

CMC WASH DC//LFT-4//

USTRANSCOM SCOTT AFB IL//J3//J4//

UNCLAS

SUBJECT: INSTRUCTIONS FOR SHIPMENT OF NONCONFORMING PRIVATELY-OWNED VEHICLES (POVS)

1. REFERENCES:

- A. CONTRACT NUMBER DAMT 01-98-D2005, DTD 21 SEP 98.
- B. JOINT DETERMINATION #98025/CIVILIAN TRAVEL DETERMINATION #98016, SUBJECT: MAP ITEM 13-98/CAP ITEM 16-98, REMOVAL OF FOREIGN POV RESTRICTIONS FROM JFTR/JTR
- C. [HTTP://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/AUTO.HTM](http://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/AUTO.HTM)
- D. [HTTP://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/](http://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/)
- E. MTOP-T MESSAGE, DTG 271530 JAN 99, SUBJECT: SHIPMENT OF NONCONFORMING PRIVATELY OWNED VEHICLES (POVS)

- 2. THIS MESSAGE SUPERCEDES REFERENCE E AND PROVIDES UPDATED GUIDANCE CONCERNING POV SHIPPING ENTITLEMENTS AND INSTRUCTIONS FOR SHIPPING DOD-SPONSORED POVS THAT DO NOT MEET U.S. SAFETY AND EMISSIONS SPECIFICATIONS, HEREAFTER REFERRED TO AS NONCONFORMING POVS.
- 3. REFERENCE 1B REVISED THE JFTR TO REMOVE THE TERM FOREIGN-MADE POV AND REMOVED RESTRICTIONS ASSOCIATED WITH SHIPPING THESE VEHICLES. HOWEVER, POVS IMPORTED TO THE U.S. STILL SUBJECT TO SAFETY STANDARDS UNDER THE MOTOR VEHICLE SAFETY ACT OF 1966.
- 4. REVISED UNDER THE IMPORTED VEHICLE SAFETY COMPLIANCE ACT OF 1988; BUMPER STANDARDS UNDER THE MOTOR VEHICLE INFORMATION AND COST

SAVINGS ACT OF 1972 (WHICH BECAME EFFECTIVE IN 1978); AND TO AIR POLLUTION CONTROL STANDARDS PROMULGATED BY THE ENVIRONMENTAL PROTECTION AGENCY (EPA) UNDER THE CLEAN AIR ACT OF 1968, AS AMENDED IN 1977 AND 1990.

5. IT IS HIGHLY RECOMMENDED THAT A COPY OF THIS MESSAGE DETAILING THE PROHIBITIONS AND MODIFICATION REQUIREMENTS FOR NONCONFORMING VEHICLES BE PROVIDED TO THE SERVICE MEMBER DURING COUNSELING. THE COUNSELOR SHOULD ALSO ADVISE THE SERVICE MEMBER THAT THERE MAY BE SUBSTANTIAL EXCESS COSTS INVOLVED IN CONVERTING A NONFORMING POV TO MEET U.S. SPECIFICATIONS. ALSO, RECOMMEND THAT THE SERVICE MEMBER BE ADVISED TO INVESTIGATE THE SITUATION THOROUGHLY BEFORE A VEHICLE IS PURCHASED FOR IMPORTATION TO THE UNITED STATES.
6. THE DEPARTMENT OF TRANSPORTATION (DOT) AND THE EPA ADVISE THAT MODIFICATIONS REQUIRED TO BRING IT INTO COMPLIANCE WITH U.S. SAFETY AND ENVIRONMENTAL STANDARDS MAY BE SO EXTENSIVE AND COSTLY THAT IT MAY BE IMPRACTICAL AND IMPOSSIBLE TO ACHIEVE SUCH COMPLIANCE. THESE MODIFICATIONS ARE PERFORMED BY REGISTERED IMPORTERS (RI) AND INDEPENDENT COMMERCIAL IMPORTERS (ICI). THE AVERAGE COST TO BRING A VEHICLE INTO COMPLIANCE WITH U.S. SPECIFICATIONS IS \$5,000 TO \$6,000. FURTHER, UNLESS A VEHICLE OF THE SAME MODEL YEAR IS OFFERED FOR SALE IN THE U.S., TRANSPORTATION IS NOT RECOMMENDED. AS A GENERAL RULE, ALL POVS LESS THAN 25 YEARS OLD MUST COMPLY WITH ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS, AND ALL POVS LESS THAN 21 YEARS OLD MUST COMPLY WITH FEDERAL EMISSIONS STANDARDS. FULFILLMENT OF FEDERAL REQUIREMENTS DOES NOT RELIEVE THE SERVICE MEMBER FROM FULFILLING REQUIREMENTS OF A STATE OR DISTRICT. FOR INFORMATION REGARDING REGISTRATION OR OPERATION OF A PROPERLY IMPORTED VEHICLE IN A SPECIFIC STATE, THE SERVICE MEMBER SHOULD CONTACT THE DEPARTMENT OF MOTOR VEHICLES OR OTHER APPROPRIATE AGENCY.
7. SERVICE MEMBERS SHOULD BE SKEPTICAL OF CLAIMS BY A FOREIGN DEALER OR OTHER SELLER THAT A VEHICLE MEETS U.S. STANDARDS OR CAN READILY BE BROUGHT INTO COMPLIANCE. VEHICLES MANUFACTURED TO MEET THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND EMISSION STANDARDS HAVE A CERTIFICATION LABEL AFFIXED BY THE ORIGINAL MANUFACTURER IN THE AREA OF THE DRIVER-SIDE-DOOR. VEHICLES LACKING A CERTIFICATION LABEL ARE NONCONFORMING AND MUST BE BROUGHT INTO COMPLIANCE.
8. INFORMATION FOR IMPORTING VEHICLES MAY BE OBTAINED FROM THE WEB SITES AT REFERENCES 1C AND 1D. INFORMATION CONCERNING VEHICLE EMISSIONS MAY BE OBTAINED FROM THE EPA, 202-564-9660. INFORMATION CONCERNING COMPLIANCE WITH MOTOR VEHICLE SAFETY STANDARDS MAY BE OBTAINED FROM THE DOT SAFETY HOTLINE, 800-424-9393 (IN U.S.) OR 202-366-0123.
9. SERVICE MEMBER CHOOSING TO SHIP A NONCONFORMING POV TO THE U.S. IN THE DEFENSE TRANSPORTATION SYSTEM (DTS), MUST AS A CONDITION OF SHIPMENT, PROVIDE WRITTEN PROOF THAT HE /SHE HAS ENTERED INTO A CONTRACT WITH A RI/ICI, AND THAT THERE IS A COMPLIANCE AND CONVERSION

AGREEMENT. THE SERVICE MEMBER MUST USE A RI/ICI THAT IS LOCATED IN THE VICINITY OF THE FINAL DESTINATION VPC. THE SERVICE MEMBER WILL BE RESPONSIBLE FOR ANY EXCESS COSTS RESULTING FROM THE INLAND MOVEMENT THAT IS BEYOND THE AREA OF THE SERVICE MEMBER'S ENTITLEMENT, WHICH IS NORMALLY POV DELIVERY TO THE VPC NEAREST THE NEW DUTY STATION. THE SERVICE MEMBER SHOULD BE ADVISED TO OBTAIN A SIGNED COPY OF THE U.S. CUSTOMS ENTRY FORM, WHICH IS OFTEN REQUIRED BY STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES AS PART OF PROOF OF CONVERSION.

- A. ARMY:
- B. NAVY:
- C. AIR FORCE:
- D. MARINES:
- E. COAST GUARD:

10. THIS IS A COORDINATED USTRANSCOM, MTMC AND MILITARY SERVICES MESSAGE. FURTHER, INFORMATION IS AVAILABLE ON THE MTMC WEBSITE AT WWW.MTMC.ARMY.MIL/PROPERTY. POC IS HTMTMC/MTPP-PA-P, 703-428-3277/3278, DSN 328, FAX: 3243.

Attachment 1: (cont)

Privately Owned Motorcycles:

R132203Z FEB 03

FROM: CDRMTMC ALEXANDRIA VA//MTPP//

TO: AIG 7591

AIG 7593

AIG 7595

AIG 7596

INFO

AIG 12481

AIG 11597

NAVTRANSSUPCEN NORFOLK VA//02/021/03//

CDRMTMCDSC FT EUSTIS VA//G3//

CDR598THTRANSGP VAIHINGEN GE

CDR599THTRANSGPTML WHEELER AF HI

COMNAVSUPSYSCOM MECHANICSBURG PA//53//

COMDT COGARD WASH DC//G-WPM-2//

HQDA WASH DC//DALO-TSP-PP//

HQUSAF WASH DC//ILGT//

CMC WASH DC//LFT-4//

USTRANSCOM SCOTT AFB IL//J3/J4//

SUBJECT: INSTRUCTIONS FOR SHIPMENT OF NONCONFORMING
MOTORCYCLES

1. REFERENCES

A. [HTTP://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/TRAVEL.HTM](http://www.customs.ustreas.gov/travel/travel.htm)

B. [HTTP://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT](http://www.nhtsa.dot.gov/cars/rules/import)

2. THIS MESSAGE PROVIDES GUIDANCE AND INSTRUCTIONS FOR SHIPPING DOD-SPONSORED MOTORCYCLES THAT DO NOT MEET U.S. SAFETY AND EMISSIONS SPECIFICATIONS, HEREAFTER REFERRED TO AS NONCONFORMING MOTORCYCLES. IT IS HIGHLY RECOMMENDED THAT A COPY OF THIS MESSAGE BE PROVIDED TO THE SERVICE MEMBER DURING COUNSELING. THE COUNSELOR SHOULD ADVISE THE SERVICE MEMBER THAT THERE MAY BE SUBSTANTIAL EXCESS COSTS INVOLVED IN CONVERTING A NONCONFORMING MOTORCYCLE TO MEET U.S. SPECIFICATIONS AND MAY WISH TO RE-CONSIDER IMPORTING THE MOTORCYCLE. THE AVERAGE COST TO BRING A MOTORCYCLE INTO COMPLIANCE WITH U.S. SPECIFICATIONS IS APPROXIMATELY \$1000 TO \$2000. ALSO, RECOMMEND THAT THE SERVICE MEMBER BE ADVISED TO INVESTIGATE THE SITUATION THOROUGHLY BEFORE PURCHASING A MOTORCYCLE FOR IMPORTATION TO THE U.S. SERVICE MEMBERS SHOULD BE SKEPTICAL OF CLAIMS THAT THE MOTORCYCLE MEETS U.S. STANDARDS OR CAN READILY BE BROUGHT INTO COMPLIANCE. ADDITIONALLY, ALTHOUGH A MANUFACTURER (I.E., HARLEY DAVIDSON)

MAY ALSO MANUFACTURE/SELL MOTORCYCLES IN THE U.S., MOTORCYCLES PURCHASED OVERSEAS MAY NOT NECESSARILY CONFORM TO U.S. STANDARDS.

3. NONCONFORMING MOTORCYCLES CANNOT BE SHIPPED WITH THE HHG. NONCONFORMING MOTORCYCLES MUST BE SHIPPED SEPARATELY AND CONSIGNED DIRECTLY TO THE REGISTERED IMPORTER (RI) AND INDEPENDENT COMMERCIAL IMPORTER (ICI) CONTRACTOR CHOSEN BY THE SERVICE MEMBER (SUBJECT TO EXCESS COSTS). THIS BECOMES THE DESTINATION OF THE SHIPMENT AND NO FURTHER MOVEMENT AT GOVERNMENT EXPENSE IS AUTHORIZED.

4. A SERVICE MEMBER CHOOSING TO SHIP A NONCONFORMING MOTORCYCLE TO THE U.S. VIA THE DEFENSE TRANSPORTATION SYSTEM (DTS) MUST, AS A CONDITION OF A SHIPMENT, PROVIDE A SIGNED CONTRACT AS PROOF THAT HE/SHE HAS ENTERED INTO A CONTRACT WITH AN RI/ICI COMPANY AND THAT THERE IS A COMPLIANCE AND CONVERSION AGREEMENT. THE SERVICE MEMBER MUST USE AN RI/ICI COMPANY LOCATED IN THE U.S. THE SERVICE MEMBER SHOULD BE ADVISED TO OBTAIN A SIGNED COPY OF THE U.S. CUSTOMS ENTRY FORM, WHICH IS OFTEN REQUIRED BY STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES AS PART OF PROOF OF CONVERSION.

5. MOTORCYCLES IMPORTED TO THE U.S. ARE SUBJECT TO THE SAFETY STANDARDS UNDER THE MOTOR VEHICLE SAFETY ACT OF 1966, REVISED UNDER THE IMPORTED VEHICLE SAFETY COMPLIANCE ACT OF 1988, RECODIFIED AT 49 U.S.C. 301; AND AIR POLLUTION CONTROL STANDARDS PROMULGATED BY THE ENVIRONMENTAL PROTECTION AGENCY (EPA) UNDER THE CLEAN AIR ACT OF 1968, AS AMENDED IN 1977 AND 1990. THESE LAWS APPLY TO IMPORTING MOTORCYCLES TO ANY STATE OF THE UNITED STATES, THE DISTRICT OF COLUMBIA, PUERTO RICO, THE NORTHERN MARIANAS ISLANDS, GUAM, AMERICAN SAMOA, AND THE VIRGIN ISLANDS.

6. PER REF B, THE DEPARTMENT OF TRANSPORTATION (DOT) AND THE EPA ADVISE THAT MODIFICATIONS REQUIRED TO BRING A NONCONFORMING MOTORCYCLE INTO COMPLIANCE WITH U.S. SAFETY AND ENVIRONMENTAL STANDARDS MAY BE SO EXTENSIVE AND COSTLY THAT IT MAY BE IMPRACTICAL AND IMPOSSIBLE TO ACHIEVE SUCH COMPLIANCE. THESE MODIFICATIONS ARE ONLY ALLOWED TO BE PERFORMED AND CERTIFIED BY RI/ICI CONTRACTOR AUTHORIZED BY EPA/DOT. FULFILLMENT OF FEDERAL REQUIREMENTS DOES NOT RELIEVE THE SERVICE MEMBER FROM FULFILLING SPECIFIC REQUIREMENTS OF A STATE OR DISTRICT WHERE THE MOTORCYCLE WILL BE REGISTERED OR OPERATED. FOR INFORMATION REGARDING REGISTRATION OR OPERATION OF AN IMPORTED VEHICLE IN A SPECIFIC STATE, THE MEMBER SHOULD CONTACT THE STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES OR OTHER APPROPRIATE AGENCY.

7. INFORMATION FOR IMPORTING AND CONVERTING VEHICLES TO U.S. SPECIFICATIONS MAY BE OBTAINED FROM THE REFERENCED WEB SITES.

INFORMATION CONCERNING VEHICLE EMISSIONS AND LISTING OF ICI COMPANIES MAY BE OBTAINED FROM THE EPA (202-564-9660).

INFORMATION CONCERNING COMPLIANCE WITH MOTOR VEHICLE SAFETY STANDARDS AND LISTING OF RI COMPANIES MAY BE OBTAINED AT REFERENCE 1B AND FROM THE DOT SAFETY HOTLINE (800-424-9393 (IN U.S.) OR 202-366-0123).

8. PPSOS/SERVICE MEMBERS ARE REMINDED THAT EPA/DOT FORMS MUST REFLECT ACCURATE VEHICLE IDENTIFICATION NUMBERS (VIN). FORMS MAY BE OBTAINED FROM THE APPLICABLE WEB ADDRESS CITED IN REFS A & B.

9. THIS IS A JOINT MTMC, USTRANSCOM, AND MILITARY SERVICES MESSAGE.

10. POINT OF CONTACT IS MTPP-PA-P AT DSN 328-3277/3278 OR (703) 428-3277/3278, FAX: 703-428-3243.

Attachment 2:

SDDC CONUS Vehicle Processing Centers (Contractor Operated)

Note: (Denotes actual city location)

**Atlanta (Ellenwood), GA
Baltimore, MD
Charleston, SC
Metro NY/NJ (Harrison, NJ)
Dallas (Lake), TX
Los Angeles (Carson), CA
New Orleans, LA
Norfolk (Portsmouth), VA
San Francisco (Richmond), CA
Orlando, FL
Seattle (Tacoma), WA
St. Louis (Pontoon Beach, IL), MO**

SDDC OCONUS Vehicle Processing Centers (Contractor Operated)

ALASKA VPCs:

**Anchorage, AK
Fairbanks, AK**

BENELUX VPCs:

**Chievres, Belgium
Shinnen, Netherlands**

ENGLAND VPCs:

Brandon, UK (Lakenheath/Mildenhall)

GERMANY VPCs:

**Baumholder
Boeblingen
Grafenweohr
Kaiserslautern
Mannheim
Schweinfurt
Spangdahlem
Wiesbaden**

GUAM VPC:

Santa Rita, Guam

Attachment 2: (cont)

SDDC OCONUS Vehicle Processing Centers (Contractor Operated)

HAWAII VPC
Honolulu, HI

ICELAND
NAS Keflavik

ITALY VPCs
Aviano
Livorno
Naples
Vincenza

PUERTO RICO VPC
San Juan, Puerto Rico

SOUTH KOREA VPCs
Pusan
Seoul
Taegu

TURKEY VPCs
Incirlik
Izmir

SPAIN VPC
Rota (Cadiz), Spain

PARTIAL SERVICE SITES (DOD Operated)

Canberra, Australia
Praia, Azores
Manama Town, State of Bahrain
Cuba (Guantanamo Bay)
Piraeus, Greece
Yokohama, Japan

La Maddalena, Sardinia, Italy
Stavanger, Norway
Naha, Okinawa (Ryukyu Island)

Attachment 3

IMPORT/EXPORT Excel Sheet: Available upon request

CHAPTER 4

TOTAL QUALITY ASSURANCE PROGRAM FOR INTERNATIONAL ONE- TIME-ONLY SHIPMENTS

4000. Purpose and Scope:

There is no formal quality control program for one-time-only shipments. GSOs are requested to provide written information to HQ SDDC (SDPP-PO) advising of poor or sub-standard service so that HQ SDDC can take appropriate action.

CHAPTER 5

PREPARATION OF DOCUMENTS FOR DOD PERSONAL PROPERTY SHIPMENTS

5000. Purpose and Scope:

This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the PPGBL, DD Form 1299 and DD Form 1797. The PPGBL is used for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD sponsored personal property shipments. The DD Form 1299 includes specific information for the GSO to prepare the PPGBL and route each shipment. The DD Form 1797 provides verification that the member has been counseled on their rights and responsibilities for the movement of personal property.

5001. PPGBL:

a. **Supply.** Requisitions for PPGBLs will be submitted through normal DOD component publications supply and distribution channels to United States Army Publication and Printing Command. GSOs are responsible for maintaining an adequate supply of PPGBLs at their activity.

b. **Accountability.** Pre-numbered PPGBLs are accountable documents. Each shipping activity will maintain records of bill of lading issued and the supply on hand. Internal procedures must be established to control stock and assign accountability for PPGBL issuance and use. Packages of PPGBL's should be opened immediately upon receipt and inventoried by the PPGBL issuing officer to verify that none are missing

c. **Un-numbered PPGBL** are safe-guard forms. The numbers are issued by HQSDDC and should be controlled, logged and identified at time of issuance. You can obtain numbers for PPGBL's by e-mailing gblits@sddc.army.mil

d. **Lost, Stolen or Missing PPGBLs.** If PPGBL's are discovered to be lost, stolen or missing immediately contact your supporting SDDC Office for instructions and guidance.

e. **Issuing Officer.** Only authorized or acting GSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the GSO office at the issuing office. As stated in 41 CRR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

CHAPTER 5

TAB A

DD FORM 1299, APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY

The following instructions will assist you in preparing and completing the DD Form 1299, Application For Shipment and/or Storage of Personal Property. This form is required for the movement of unaccompanied baggage and household goods shipments for Department of Defense military members and civilian employees. A separate DD1299 shall be prepared for each shipment.

Block 1 - Date Prepared. Self-explanatory.

Block 2 – Shipment Number. If an owner has more than one shipment it will be identified numerically such as 1 of 3, 2 of 3, and 3 of 3. Indicate whether it is a household goods (HHG) or unaccompanied baggage (UB) shipment.

Block 3 – Name of Preparing Office. Name of your Embassy/Consulate. Example: Transportation Officer/GSO, American Embassy Vilnius Lithuania.

Block 4 – To (Responsible Origin Personal Property Shipping Office):

4a. Name: Example: Transportation Officer/GSO

4b. Address: Example: American Embassy, Vilnius Lithuania

Block 5 – Name of Destination Personal Property Shipping Office. Information is obtained from the Personal Property Consignment Instruction Guide (PPCIG), Volume I for the Continental United States (CONUS), and Volume II for Outside the Continental United States (OCONUS).

Block 6 – Member or Employee Information. Self-explanatory and obtained from owner's Permanent Change of Station orders.

6a. Name: Last, First, Middle initial

6b. Rank/grade: Example: Lt Col/O5 or GS12

6c. SSN: Owner's complete Social Security Number

6d. Agency: Branch of Service. Example: US Army or DOD Civilian

Block 7 – Request action be taken to transport or store the following:

7a(1) Pounds: Weight estimate of household goods or unaccompanied baggage (Estimates are roughly determined at 1,000 lbs per room, except bathrooms and kitchen), or use weight estimator located on the SDDC website

7a(2) Pounds of Professional Books, Papers, and Equipment (PBP&E): None – if not applicable or enter estimated weight. This block should be initialed by the military member

7a(3) Expensive and valuable items: Leave blank.

Blocks 7b and 7c - Mobile Home Information: Leave blank.

Block 8 – Shipment/storage is required incident to the following change of station orders:

- 8a. Type Orders: Check appropriate block.
- 8b. Issued by: Identified on travel orders.
- 8c. New Duty Assignment: Identified on travel orders.
- 8d. Date of Orders: Identified on travel orders.
- 8e. Orders Number: Identified on travel orders.
- 8f. Paragraph Number: Not Applicable.
- 8g. In Transit Phone Number: A phone number where messages could be relayed to the military member/civilian employee.
- 8h. In-transit Address: An emergency contact address where the military member or civilian employee could be contacted at any time. Also insert an e-mail address for member. **VERY IMPORTANT TO COMPLETE!**

Block 9 – Pickup (Origin) Information

- 9a. Address: Complete information with apartment number, street name, city, state/country.
- 9b. Telephone Number (Include Area Code): Self Explanatory

Block 10 – Destination Information

- 10a. Address: If address is known, provide complete information. If delivery address is unknown, use destination city and state or country where the military member/civilian employee expects to establish a residence for delivery.
- 10b. Agent designated to receive property: The complete name of any other individual (such as spouse, friend, relative) the military member/civilian employee wants to be able to accept delivery at destination. If only the member/employee will receive shipment, leave blank.

Block 11 – Extra pickup/delivery address: If applicable

Block 12 – Scheduled dates.

- 12a. Pack date: Self-explanatory
- 12b. Pickup date: Self-explanatory
- 12c. Required Delivery Date (RDD): To establish the RDD, use the Pickup Date plus 60 days for surface movement and 30 days for air shipments as the minimum requirement. The RDD should not be established on a weekend day, an American holiday or a date prior to arrival of the military member/civilian employee at destination. RDD should be established based on the member's need, therefore if the member/employee or other authorized agent will not be available for delivery within 60 or 30 days, establish the RDD at a later date agreeable with the member/employee.

Block 13 – Remarks: Annotate important information such as inbound telephone number(s) for the destination Transportation Office, excess cost (if applicable), name of agent designated to release property, oversized items, or items in the shipment that require special handling, such as pianos, grandfather clocks, etc.

Block 14 – Indicate other shipments processed on the same Permanent Change of Station orders; whether Household Goods (HHG) or Unaccompanied Baggage (UB), estimated weight of shipment(s) and weight of professional books, paper and equipment.

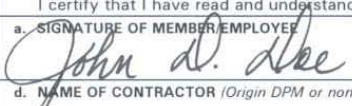
Block 15 – Certification of Shipment responsibilities/storage conditions.

15a. and **15b.** Self-explanatory. If certification is by power of attorney, signature should show: Name of owner by (agent's name), POA.

Block 16 – Certificate in lieu of signature on this form is required when regulations so authorize. Only in rare circumstances will certificate in lieu of signature be used. If the property owner or their authorized Power of Attorney holder, cannot be present to sign in Block 16, a written request outlining the movement requirements, signed by the property owner, may be used as authorization for GSO certification.

16a. Self-explanatory.

16b. and **16c.** must be certified by the GSO.

| | | | | | |
|--|--|---|--|--|--------------------------------|
| APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i> | | 1. DATE PREPARED (YYYYMMDD) 2004/01/15 | | 2. SHIPMENT NUMBER 1/2 UB | |
| 3. NAME OF PREPARING OFFICE US Embassy Vilnius, Lithuania | | 4. TO (Responsible Origin Personal Property Shipping Office) a. NAME US Embassy, Vilnius | | | |
| 5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE Installation & Logistics Division Attn: TMO A450 814 Radford Blvd Ste 20315, Albany, GA 31704-0315 | | b. ADDRESS (Street, Suite Number, City, State, ZIP Code) PSC 78 Box V APO AE 09723 | | | |
| 6. MEMBER OR EMPLOYEE INFORMATION | | | | | |
| a. NAME (Last, First, Middle Initial) DOE, JOHN D. | | b. RANK/GRADE SGT E-5 | | c. SSN 123-45-6789 | |
| d. AGENCY USMC | | | | | |
| 7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING: | | | | | |
| a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate) | | | | | |
| (1) POUNDS 750 | | (2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable) NONE | | (3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons) | |
| b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches) | | | | | |
| (1) SERIAL NUMBER | | (2) LENGTH | | (3) WIDTH | |
| | | | | (4) HEIGHT | |
| (5) TYPE EXPANDO (Describe) | | | | | |
| c. MOBILE HOME SERVICES REQUESTED (X as applicable) | | | | | |
| <input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION | | | | | |
| 8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS: | | | | | |
| a. TYPE ORDERS (X one) <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY | | b. ISSUED BY USMC | | c. NEW DUTY ASSIGNMENT Albany, GA | |
| d. DATE OF ORDERS (YYYYMMDD) 2004/01/10 | | e. ORDERS NUMBER 12345 | | f. PARAGRAPH NO. | |
| g. IN TRANSIT TELEPHONE NO. (Include Area Code) 555-123-4567 | | | | | |
| h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code) 122 Hometown Street, Heartland, IL 55555 | | | | | |
| 9. PICKUP (ORIGIN) INFORMATION | | | 10. DESTINATION INFORMATION | | |
| a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i> 22 Embassy Drive Vilnius Lithuania | | | a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i> Albany (Dougherty) GA 31704 | | |
| b. TELEPHONE NUMBER (Include Area Code) 999-111-2222 | | | b. AGENT DESIGNATED TO RECEIVE PROPERTY Mary Doe/Spouse | | |
| 11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable) | | | 12. SCHEDULED DATE FOR (YYYYMMDD) | | |
| | | | a. PACK 2004/02/03 | | b. PICKUP 2004/02/03 |
| | | | c. DELIVERY 2004/03/27 | | |
| 13. REMARKS | | | | | |
| 14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.") | | | | | |
| a. FROM | | b. TO | | c. NET POUNDS (Actual or estimated) | |
| Vilnius, Lithuania | | Albany, GA | | 6000 | |
| | | | | d. POUNDS OF PBP&E (Actual or estimated) 100 | |
| 15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form. | | | | | |
| a. SIGNATURE OF MEMBER/EMPLOYEE  | | b. DATE SIGNED 2004/01/15 | | c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code) | |
| d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage) | | | | | |
| 16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense. | | | | | |
| a. REASON FOR NONAVAILABILITY OF SIGNATURE | | | b. CERTIFIED BY (Signature) | | |
| | | | c. TITLE | | |

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Sample DD Form 1299

CHAPTER 5

TABLE B

DD FORM 1797 PERSONAL PROPERTY COUNSELING CHECKLIST

A DD Form 1797, Personal Property Counseling Checklist is used during the owner's counseling session to properly ensure the member, dependent, and Department of Defense civilian employees have been counseled on the movement of their personal property. Each section corresponds with the DD Form 1797 and provides information that should assist the GSO during the counseling session.

PART I - HOUSEHOLD GOODS (HHG)

1. ENTITLEMENTS

Entitlements are based on the type of orders issued to the owner. However, basic entitlements include the shipment of household goods, unaccompanied baggage to the next duty station and shipment of a privately owned vehicle (POV) to the closest port/Vehicle Processing Center (VPC) servicing your permanent change of station assignment (PCS).

2. WEIGHT ALLOWANCE

There are two types of weight allowances:

(a) PCS Weight Allowance: PCS weight allowance is based on member's pay grade and whether the member is accompanied by dependent(s). The 'It's Your Move Pamphlet' contains the table of weight allowances. It is also located in Chapter 5, Section U5300B of the Joint Federal Travel Regulation for uniformed services and Household Goods Transportation Chapter 8, Part B of the Joint Travel Regulations for Department of Defense Civilian.

(b) Temporary Weight Allowance: Temporary weight allowance applies to those who will be on temporary duty or PCS with temporary duty enroute, and it is strictly for items required by the member while on temporary duty and not intended for dependents. Upon completion of temporary duty, shipment can be made to the member's ultimate duty station (PCS location).

3. WEIGHT RESTRICTION AT NEW DUTY STATION, IF ANY

Certain overseas countries restrict shipment weight to 2000 pounds or 25% of the authorized weight allowance. Weight restrictions for overseas countries are identified in the Personal Property Consignment Instruction Guide, General Instructions, or may be annotated in the member's orders.

4. EXCESS COST

It is the owner's responsibility to reimburse the government for any excess shipping cost incurred. Here are some examples where excess costs apply:

--if owner exceeds the authorized weight allowance, either on PCS or temporary weight allowance.

- choose to ship to other than an authorized destination and cost is greater.
- request more than one household goods shipment from the same point of origin to the same point of destination.
- shipment of unauthorized articles which is discovered after pickup.
- not at scheduled pickup or delivery address when movers arrive—generally an attempted pickup or delivery charge is applied.

5. PICKUP DATE AND REQUIRED DELIVERY DATE

Fifteen working days notice is required to arrange for the move. This is accomplished through the one-time-only process the Surface Deployment and Distribution Command negotiates with authorized HHGs carriers. Depending on the estimated weight of the shipment, additional pack days may be required. A small shipment (example less than 4,000 lbs) can frequently be packed and picked up on the same day. The required delivery date is determined by adding 60 days to the date of the pickup date for surface movement and 30 days for air movement. NOTE: The number of pack/pickup dates required based on the estimated weight may be determined by the origin shipping office.

6. MODE/METHOD OF SHIPMENT

Household goods will be packed/wrapped and tagged inside the residence, then loaded into Type II wooden crates. Door to the crate will be caulked and four numbered security seals will be placed on the door panels (top, bottom and two sides). The security seal numbers will be annotated on the household goods descriptive inventory as the last entry. As a safeguard, the owner should verify the accuracy of the annotated security seal numbers.

7. UNAUTHORIZED ITEMS AND DISPOSAL OF USELESS ITEMS

Hazardous, corrosive or flammable materials; ammunition, building materials or items not belonging to the owner or dependents, items or products of your own private business are not authorized for shipment. Propane gas tanks in household goods are not permitted. If an owner ships a motorcycle, the fuel must be drained, battery disconnected and terminals taped. Motor oil may remain in the tank but there cannot be any leakage. If motorcycle is to be placed in long-term storage (NTS), the battery must be removed.

8. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT

These are items required to perform official duties.

- Reference books, papers and material, instruments, tools and equipment.
- Specialized clothing such as diving suits, flying suits, band uniforms (excluding regular uniforms).
- MARS equipment: Member must certify that they are an active MARS member and all equipment qualifies for MARS use.
- Computers and accompanying equipment used for official government business i.e. CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers can be included if necessary for official government business and performance of duty at the next duty station.
- Do not include spouse's professional items.

Separate professional gear so it may be packed, weighed and marked separately, and listed as professional books, paper and equipment on the inventory. (The weight of professional gear is not counted as part of the weight allowance). *NOTE: PBP&E is not authorized for Civilian employees unless specified in their orders.*

9. NOT APPLICABLE

10. SERVICING/DESERVICING OF APPLIANCES

It is the owner's responsibility to prepare the household goods prior to the pack out date:

- disconnect all appliances
- hose to the washer should be unhooked and drained
- refrigerator, freezer and air conditioners should be cleaned and dry prior to the pack date
- drain waterbed completely; no water dripping on the pack out date
- items hanging on the walls must be taken down to include drapes and curtains—leave china in cabinet and clothes in the dressers and closets.
- if original boxes are available for stereo equipment, computers or microwave, place next to the items for the movers to use.
- carrier's agent is responsible to pack all items.
- all outdoor items such as swing sets and utility shed must be disassembled by the owner.
- all items must be free and clean of any soil or pests
- items disassembled by the movers at origin will be reassembled at destination.
- if more than one shipment is sent, segregate items so things are not inadvertently packed in the wrong shipment.

11. TEMPORARY STORAGE

Temporary storage (storage-in-transit) may be authorized at origin, in transit or at destination. Temporary storage is authorized in connection with a shipment. The owner usually has 90-days of temporary storage. If additional storage is required a request citing the justification is made to the destination transportation office.

12. and 13. INVENTORY/DD FORM 619

The owner will in most cases, be presented with two documents for signature. These documents are: the household goods descriptive inventory and the DD Form 619, Statement of Accessorial Services Performed. The household goods inventory is an important document because it lists all property the carrier packs and picks up and it provides supporting evidence in the event a claim is filed for loss and damage. As the items are packed, the movers will assign standardized symbols or abbreviations next to the packed items and these symbols document pre-existing damage to the owner's property. The numbers indicate location of the damage. If there is a disagreement between the owner and packers on the descriptive symbols assigned to the property, the owner will circle the number and describe the disagreement in the remarks section of the document. The owner should ensure all items are packed before signing the inventory. The DD Form 619 will require owners signatures however make sure you only sign for services performed.

14. SIGNING DELIVERY DOCUMENTS

At delivery, the carrier will provide a DD Form 1840, 'Notice of Loss and Damage'. Document all loss and damage that is observed at time of delivery. The owner will be provided three copies of this form. In conjunction with the carrier, complete blocks 13, 14 and 15 in Section B before signing. If additional sheet(s) are required, ask the carrier for a continuation sheet. Ensure all continuation sheets are also signed by both parties; do not allow the carrier to use the reverse side of the form (DD Form 1840-R) as a continuation sheet. Should additional damages or missing items be found after delivery, the owner must list them on the DD Form 1840R. The owner must submit the DD Forms 1840/1840-R within 70-days from delivery to their local claims office. Failure to take exceptions at the time of delivery, or to later report the missing or damaged items within 70-days of the date of delivery, could result in the government's loss of potential recovery cost from the carrier. As a consequence, this may result in a denial of claim for these items, or a reduced amount claimed.

15. CONTACTING DESTINATION TRANSPORTATION OFFICE

Provide the destination transportation office's phone number in block 13 on DD Form 1299, Application for Shipment/Storage of Household Goods. The owner should contact this number immediately upon arrival at the destination.

16. CHANGE IN ORDERS OR FACTORS THAT COULD AFFECT DELIVERY

Counsel the owner to notify the origin or destination transportation office immediately if orders are changed.

17. EXTRA PICKUP OR DELIVERY CHARGES, WHEN APPLICABLE

Military members are entitled to one extra pickup and one extra delivery at Government expense. Examples of an extra pickup include goods in government or commercial storage at member's expense, or if there are professional books, papers and equipment at the member's office. At destination, the member is authorized a partial delivery of certain items from the household goods shipment. If a partial delivery is intended, this should be identified during the origin counseling interview, so the DD Form 1299 can be properly noted. Prior to the scheduled pickup date, it is member's responsibility to separate these partial delivery items from the rest of the household goods and identify them to the packer. If member fails to identify request for partial delivery, they could be held responsible for the handling cost for the removal of these partial delivery items at destination. More than one extra pickup and/or delivery would be at the member's expense. Civilian employees of the U.S. Government are not authorized extra pickup or extra delivery.

18. DESIGNATION OF AGENT TO RELEASE OR ACCEPT PROPERTY IN ABSENCE OF MEMBER/CIVILIAN EMPLOYEE

Member/Civilian employee may designate their spouse, a relative, or any trustworthy person to release or accept delivery of their shipment, but their name must appear as an agent on the DD Form 1299. If not, then the person selected must have a power of attorney or other written authorization from the member/civilian employee.

19. DOCUMENTATION

The documents received from the GSO, Transportation Office and the moving company are important. Owners should receive copies of all documents they sign both from the shipping office and the carrier. We suggest that these documents and other important personal property documents, like birth certificates, marriage licenses, school and medical records, be hand carried by the owner.

20. QUALITY CONTROL FORM: NOT APPLICABLE

21. ENSURING PERSONAL PROPERTY IS CLEAN

Ensure personal goods are soil, pest and insect-free. The owner may incur additional costs if goods are dirty or infested, or the carrier may refuse to pack/pickup the shipment.

PART II - UNACCOMPANIED BAGGAGE

1. INCLUDED AS PART OF HHG WEIGHT ALLOWANCE WHEN SHIPPED AT GOVERNMENT EXPENSE.

The weight of the owner's unaccompanied baggage is part of the total authorized weight allowance.

2. WEIGHT ALLOWANCE.

See JFTR, PPCIG and Service regulations for appropriate weight entitlements. Although the Navy does not have a restricted weight for unaccompanied baggage, it limits this shipment to items the member or member's dependents need immediately or soon after arrival.

3. WHAT CAN BE SHIPPED AS UNACCOMPANIED BAGGAGE

Items needed immediately or soon after the owner's or dependent's arrival at destination for interim housekeeping pending arrival of the major portion of the owner's HHG. Normally would include clothes, dishes, pots & pans, linens, children's items, etc. Furniture items and portable TVs exceeding 19-inches cannot be shipped as unaccompanied baggage. Unaccompanied baggage does not receive the same handling as HHG, therefore fragile or high value items should not be included.

4. PICKUP AND REQUIRED DELIVERY DATE

Normally fifteen working days notice is required to arrange for the move. This is accomplished through the one-time-only process whereby the Surface Deployment and Distribution Command (SDDC) negotiate with authorized unaccompanied baggage carriers. The required delivery date is determined by adding 30 days to the date of the pickup date for air movement. However, if the member/employee or authorized agent will not be available at destination to accept delivery in 30 days, a later RDD should be assigned.

5. PLACING A COPY OF YOUR ORDERS IN EACH OUTER CONTAINER

It is suggested that a copy of the owner's orders be placed in each outer container. In the event a container is lost or misplaced, orders will help identify the property owner

6. HOW AND BY WHOM SHIPPED

Unaccompanied baggage shipments are generally moved by commercial air under the one-time-only program.

7. ITEMS OF EXTRAORDINARY VALUE

It is recommended the owner hand carry valuable items such as jewelry, coin collections, and items of great sentimental value, vehicle ownership papers, passports, plane tickets, marriage certificates, etc. Receipts, appraisals, photos, and personal inventories should not be packed in the shipment. The owner may take pictures/video of personal property to facilitate claims action at the destination.

8 THROUGH 15 HAVE BEEN DISCUSSED

PART III - NONTEMPORARY STORAGE (NTS) (LONG TERM STORAGE)

1. ENTITLEMENTS

Those on sea duty, overseas duty, PCS with temporary duty enroute to the ultimate duty station, separating or retiring are authorized to have long-term storage (Chapter 5, Part D, Joint Federal Travel Regulation for uniformed services and Household Goods Transportation Chapter 8, Part E, Joint Travel Regulations for Department of Defense Civilian).

2. WEIGHT ALLOWANCES

The weight allowance of your NTS shipment is considered part of your PCS weight allowance.

3. WHERE STORED AND FOR HOW LONG

NTS is generally stored at origin for the length of the member's tour. For individuals moving from overseas and storage is required, request OTO through SDDC, requesting assistance in determining storage location and method of shipment. If a member intends to use the NTS entitlement and later decides to convert the storage for shipment to the ultimate duty station, (prior to receipt of new PCS orders), all storage beyond 180 days will be chargeable to the member.

4 THROUGH 13 PREVIOUSLY COVERED UNDER PART I PART IV - HOUSE TRAILERS/MOBILE HOMES

This portion is not applicable to overseas.

PART V - PRIVATELY OWNED VEHICLES (POVS)

1. POV QUALIFICATION

A vehicle owned by the member, or dependent, or a long-term leased vehicle of 12 months or more is considered a privately owned vehicle. Vehicle used for your private business is not authorized.

2. AUTHORIZATIONS, RESTRICTIONS, SPECIAL HOST GOVERNMENT REQUIREMENTS

An owner is entitled to a POV shipment on PCS orders to the next duty station (except for certain OCONUS duty stations indicated in the PPCIG). The POV is authorized to be shipped to the closest port/Vehicle Processing Center (VPC) servicing the PCS duty station.

3. PORT OF EMBARKATION AND DEBARKATION

4. PREPARING YOUR VEHICLE FOR SHIPMENT

Vehicle should be clean and in good working order. Do not leave personal property in the vehicle during shipment. Make sure there is less than 1/4 tank of gas at time of vehicle turn in.

5. DOCUMENTATION REQUIRED:

If the owner is not available to turn in or pickup the POV from the Vehicle Processing Center, their agent (spouse) or other individual must be in possession of a valid Power of Attorney.

6. EXCESS COST

A POV is considered over-dimensional if it exceeds 800 cubic feet or 20 measurement tons. The owner is subject to excess cost if the vehicle is over sized. If a POV is shipped to other than authorized vehicle processing center and it costs more, the owner is subject to excess cost.

7. INVENTORY

An inventory of all items in the POV will be completed by VPC personnel.

8. LIEN HOLDER PERMISSION

Owners must provide the VPC written permission to ship the vehicle from the lien holder of the vehicle prior to shipment

9 and 10. Self-explanatory

11. LICENSING AND INSURANCE REQUIREMENTS

Licensing and insurance requirements vary throughout the world. Owner should check with their sponsor or new duty station for information.

12. FOREIGN MANUFACTURED VEHICLES

Foreign manufactured vehicles must conform to US Standards and EPA specifications. See Shipping your POV booklet for further information.

PART VI - WEAPONS AND AMMUNITIONS

The shipment of firearms is subject to various laws and regulations, and must comply with all local, state, and federal laws. If PCS is to an overseas destination, owner must also abide by host country laws. Ammunition CANNOT be shipped.

PART VII - LIABILITY, CLAIMS AND PROTECTION

The maximum government liability for household goods is \$40,000. Within this \$40,000 maximum liability are limitations i.e., there is a maximum allowance for certain items. An example is stereo and accessories. The government will pay up to \$1,000 per item, but will not exceed \$3,500 per claim. See pages 16 and 17 in the "It's Your Move" pamphlet for additional item limitations. The maximum government liability for POVs is \$20,000.

PERSONAL PROPERTY COUNSELING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.

ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.

| | | |
|--|---|---|
| 1. NAME (Last, First, Middle Initial) DOE, JOHN D. | 2. SOCIAL SECURITY NUMBER 123-45-6789 | 3. GRADE/RANK/RATING SGT E-5 |
| 4. ISSUING AUTHORITY USMC | 5. ORDER NUMBER AND PARAGRAPH 12345 | 6. DATE (YYYYMMDD) 2004/01/10 |

7. CHECKLIST (Record special instructions on back)

| PART I - HOUSEHOLD GOODS | | PART II - UNACCOMPANIED BAGGAGE (Continued) | |
|--|---|--|--|
| <input checked="" type="checkbox"/> (1) Entitlements under the order described above (number of shipments, authorized destination, etc.) | <input checked="" type="checkbox"/> (7) Items of extraordinary value. | <input checked="" type="checkbox"/> (8) Whom to contact in the event of loss or damage. | |
| <input checked="" type="checkbox"/> (2) Weight allowances: PCS 9000 TDY | <input checked="" type="checkbox"/> (9) VIP - Very Important Papers (the importance of documentation). | <input checked="" type="checkbox"/> (10) Member's responsibility to complete and turn in quality control form. | |
| <input checked="" type="checkbox"/> (3) Weight restriction at new duty station, if any. | <input checked="" type="checkbox"/> (11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s). | <input checked="" type="checkbox"/> (12) Unauthorized items and disposal of useless items. | |
| <input checked="" type="checkbox"/> (4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s). | <input checked="" type="checkbox"/> (13) Professional books, papers, and equipment. | <input checked="" type="checkbox"/> (14) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives. | |
| <input checked="" type="checkbox"/> (5) Pickup date and required delivery date as determined by requirements of the member: PUD 4 FEB 04 RDD 12 APR 04 | <input checked="" type="checkbox"/> (15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority. | PART III - NONTEMPORARY STORAGE | |
| <input checked="" type="checkbox"/> (6) Mode/method of shipment, including name of carrier if known. | (1) Entitlements under this order, special services, etc. | | |
| <input checked="" type="checkbox"/> (7) Unauthorized items and disposal of useless items. | (2) Included as part of HHG weight allowance when stored at Government expense. | | |
| <input checked="" type="checkbox"/> (8) Professional books, papers, and equipment. | (3) Where stored and for how long. | | |
| <input checked="" type="checkbox"/> (9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods. | (4) Pickup date. | | |
| <input checked="" type="checkbox"/> (10) Servicing/deservicing appliances. | (5) Appliance servicing. | | |
| <input checked="" type="checkbox"/> (11) Temporary storage (contractual or intransit). 90 + 90 | (6) Checking inventory at time of pickup. | | |
| <input checked="" type="checkbox"/> (12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing | (7) What documentation given to member and its importance to him. | | |
| <input checked="" type="checkbox"/> (13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon. | (8) Items of extraordinary value, excess weight/cost. | | |
| <input checked="" type="checkbox"/> (14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies. | (9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s). | | |
| <input checked="" type="checkbox"/> (15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives. | (10) Unauthorized items and disposal of useless items. | | |
| <input checked="" type="checkbox"/> (16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment. | (11) Professional books, papers and equipment. | | |
| <input checked="" type="checkbox"/> (17) Extra pickup or delivery charges, when applicable. | (12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives. | | |
| <input checked="" type="checkbox"/> (18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority. | (13) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority. | | |
| <input checked="" type="checkbox"/> (19) What documentation given to member and its importance to him. | PART IV - HOUSE TRAILERS/MOBILE HOMES | | |
| <input checked="" type="checkbox"/> (20) Member's responsibility to complete and turn in quality control form. | (1) Entitlements under this order, limitations, possible costs. | | |
| <input checked="" type="checkbox"/> (21) Member's responsibility to ensure PP items are free of soil/pest infestation. | (2) Services authorized at Government expense and those billed to member. | | |
| PART II - UNACCOMPANIED BAGGAGE | | (3) Responsibility of member to get trailer ready for movement. | |
| <input checked="" type="checkbox"/> (1) Included as part of HHG weight allowance when shipped at Government expense. | (4) Inventory and contents of trailer. Items that cannot remain in trailer. | | |
| <input checked="" type="checkbox"/> (2) Weight allowances: Member 400 Dependents 700 | (5) Pickup and delivery dates. | | |
| <input checked="" type="checkbox"/> (3) What can be shipped as unaccompanied baggage. | (6) Intransit storage and probability of excess costs. | | |
| <input checked="" type="checkbox"/> (4) Pickup and delivery dates. 3 FEB 04/27 MAR 04 | (7) Carrier and Government liability. | | |
| <input checked="" type="checkbox"/> (5) Preparation - Copy of Orders in each container just before closing it. | (8) What documentation given to member and its importance to him. | | |
| <input checked="" type="checkbox"/> (6) How and by whom shipped. | (9) Responsibility to promptly submit quality control information. | | |

DD FORM 1797, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

| | | | | | | | |
|---|--|-----|---|---|-------------------------------------|---------------------------|-------------------------------------|
| 7. CHECKLIST (Continued) | | | | | | | |
| PART V - PRIVATELY OWNED VEHICLES (POV) | | | PART VI - WEAPONS AND AMMUNITION | | | | |
| <input checked="" type="checkbox"/> | (1) Does vehicle qualify as a POV. | | <input type="checkbox"/> | (1) Limitations and restrictions of country to which assigned. | | | |
| <input checked="" type="checkbox"/> | (2) Authorizations, restrictions, special Host Government requirements. | | <input type="checkbox"/> | (2) US Government requirements and restrictions applicable for import. | | | |
| <input checked="" type="checkbox"/> | (3) Applicable port of embarkation and debarkation; alternates if needed. | | <input type="checkbox"/> | (3) Special forms and procedures; responsibilities of carriers, etc. | | | |
| <input checked="" type="checkbox"/> | (4) Preparation of POV prior to delivery to port. | | PART VII - LIABILITY, CLAIMS, PROTECTION | | | | |
| <input checked="" type="checkbox"/> | (5) Application and other documents required; Power of Attorney if required. | | <input checked="" type="checkbox"/> | (1) Carrier, storage firm and Government liability for loss or damage. | | | |
| <input checked="" type="checkbox"/> | (6) Excess costs, when applicable; oversize; excess distance. | | <input type="checkbox"/> | (2) Carrier and Government liability for mobile home. Liability for repairs enroute. | | | |
| <input checked="" type="checkbox"/> | (7) Checking inventory of items left in POV; origin and destination. | | <input checked="" type="checkbox"/> | (3) Carrier and Government liability for POV. \$20,000 | | | |
| <input checked="" type="checkbox"/> | (8) Secure lien holder's permission if required. | | <input checked="" type="checkbox"/> | (4) Limitations on Government liability. \$40,000 | | | |
| <input checked="" type="checkbox"/> | (9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port. | | <input checked="" type="checkbox"/> | (5) Importance of documentation - accurate inventory exception on delivery, etc. 70 DAYS/2 YEARS | | | |
| <input checked="" type="checkbox"/> | (10) Joint inspection of POV at time of delivery and pickup. | | <input checked="" type="checkbox"/> | (6) Valuation of items of extraordinary value - substantial value. | | | |
| <input checked="" type="checkbox"/> | (11) Licensing and insurance requirements of state or overseas country. | | <input checked="" type="checkbox"/> | (7) Whom to see at destination in the event of loss or damage. | | | |
| <input checked="" type="checkbox"/> | (12) Foreign manufactured POVs. | | | | | | |
| <input checked="" type="checkbox"/> | (13) Delivery of POV to port by agent; special requirements for. | | | | | | |
| 8. SPECIAL INSTRUCTIONS | | | | | | | |
| ADD ANY INFORMATION RELATIVE TO THE MEMBERS SHIPMENTS | | | | | | | |
| 9. CONFIRMATION OF COUNSELING | | | | | | | |
| I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station. | | | | | | | |
| a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS: | | | | | | | |
| | (X) | YES | NO | | (X) | YES | NO |
| (1) HOUSEHOLD GOODS | <input checked="" type="checkbox"/> | | | (6) MOBILE HOMES (\$150.00 limitation on repairs enroute) | <input checked="" type="checkbox"/> | | |
| (2) NONTEMPORARY STORAGE | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | (7) WEAPONS AND AMMUNITION | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| (3) PRIVATELY OWNED VEHICLES | <input checked="" type="checkbox"/> | | | (8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET. | <input checked="" type="checkbox"/> | | |
| (4) LOSS AND DAMAGE | <input checked="" type="checkbox"/> | | | | | | |
| (5) UNACCOMPANIED BAGGAGE | <input checked="" type="checkbox"/> | | | | | | |
| b. SIGNATURE OF COUNSELOR | | | | c. SIGNATURE OF MEMBER/DEPENDENT/AGENT | | d. DATE (YYYYMMDD) | |
| Counselor Signs Here | | | | Member/Agent Signs Here | | | |

DD FORM 1797 (BACK), SEP 1998

CHAPTER 5

TAB C

SF 1203 PERSONAL PROPERTY GOVERNMENT BILL OF LADING

NOTE: SF 1103 IS AN ACCEPTABLE SUBSTITUTE FOR THE SF 1203

The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. A sample copy of a completed PPGBL is provided for reference.

Block 1 - Transportation Company and Agent Tendered To: Enter the full name of the carrier to which the shipment is tendered (awarded). The business name shall include the words 'Company', 'Incorporated', 'Limited', or 'LLC' as appropriate. These words can be abbreviated as 'Co.', 'Inc.', and 'Ltd'. Enter the name of the carrier's booking agent in parenthesis after the business name of the carrier.

Block 2 - SCAC: Enter the four character SCAC (Standard Carrier Alpha Code) assigned to each carrier. The SCAC identifies a carrier in various procedures and documents used in the DoD Personal Property Shipment and Storage Program. You will find the carrier's SCAC in the Carrier Approval Book, available on the SDDC web site.

Block 3 - Service Code: Enter the appropriate Code of Service. i.e. - Codes 4, or 6 (for HHG) or Code 8 (for UB).

Block 4 - Shipment Number: When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example 1 of 2, 2 of 2). When only one shipment is made enter '1 of 1'.

Block 5 - Date B/L Printed/Issued: Enter the calendar date i.e., 6 Jan 04, the first entry is made in preparing the PPGBL.

Block 6 - Requested Packing Date: Enter the calendar date, i.e., 23 Jan 04, the carrier is to begin packing.

Block 7 - Requested Pickup Date: Enter the requested pickup date, i.e., 24 Jan 04, or the date on which the carrier has agreed to pickup the shipment. May be the same as Block 6.

Block 8 - Required Delivery Date: Enter the Required Delivery Date (RDD), i.e., 12 Apr 04, that the shipment is required at the destination shown in block 18. The RDD is the same as that shown in block 12c. DD Form 1299.

Block 9 - No Entry Required.

Block 10 - Property Owner's Name, SSN, and Rank and Pay Grade: Enter the owner's name (last, first, middle initial), SSN, rank, and pay grade. Also enter the owner's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned.

(a) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per JFTR.

(b) For Navy shipments only, enter the member's rank or rate code.

(c) For military and civilian personnel, enter 'WD' (with dependents) or 'WOD' (without dependents).

(d) For deceased members or deceased dependent(s) of a member, annotate 'BLUE BARK' immediately following the name.

(e) For early return of dependents enter dependent's name, followed by 'dependent of' and sponsor's name, SSN, rank, and pay grade.

Block 11 - Authority For Shipment: Enter the authority for shipment as shown on the owner's orders (such as order number, paragraph number, and order issuing agency).

Block 12 - Date of Order: Enter the date the orders were issued.

Block 13 - Extra Pickup or Delivery: When an extra pickup or delivery is requested, enter the appropriate full address.

Block 14 - Department or Agency: Enter the sponsoring military agency (Branch of Service) or other agency.

Block 15 - Transportation Control Number: Only used for Code J and Code T shipments.

Block 16 - No entry required.

Block 17 - Full Name of Shipper: Enter the full name of the military installation or activity making the shipment. (Enter the name of your Embassy/Consulate.)

Block 18 – Consignee: Name, destination, delivery address, and rate area code (e.g. US23, US25, US89, etc). The rate area code is found in the International Personal Property Rate Solicitation, located on the SDDC web site.

a. Consigned to the Owner: Enter the owner's name (last name, first name, and middle initial), rank, and the same destination information shown in Block 10a, DD Form 1299. Do not show APO/FPO numbers.

b. Consigned to the Owner's Agent: Enter the full name of the owner's designated agent, followed by the word 'agent', and the delivery address, including the street, city, county, state or country, and ZIP code.

Block 19 - From: Complete address at point of pickup and rate area code (e.g. LH, AU, GE, etc.), if known.

Block 20 - Responsible Destination Installation or Office

a. GBLOC. Enter the destination transportation office GBLOC in the designated area within Block 20.

b. Enter the name of the responsible destination transportation office, state, ZIP code, or country, APO/FPO number, and the commercial telephone number.

Block 21 - Bill Charges To.

a. Army and Air Force Shipments. Enter: Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-1-THA), Indianapolis IN 46249-0611.

b. Navy Shipments. Enter: Defense Finance and Accounting Service, Norfolk Location, P.O. Box 8489, Norfolk VA 23503-0489.

c. Marine Corps Shipments. Enter: Comptroller, Transportation Voucher Certification Branch, ATTN: Code 470, 814 Radford Blvd., Suite 20318, Albany GA 31704-0318.

d. Coast Guard Shipments. Enter: Commanding Officer (OTAB1), U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake VA 23326-0015.

Block 22 - Via: Leave blank.

Block 23 - No Entry Required.

Block 24 - Appropriation Chargeable:

a. Army Shipments. Enter the movement designator code (MDC) from the member's orders.

b. Air Force Shipments. Enter the Air Force seven digit ATAC from the member's orders.

c. Navy Shipments. Enter the four-digit TAC shown in the member's orders.

d. Marine Corps Shipments. Enter the TAC from the current year edition of the Marine Corps Bulletin 4610.

e. Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in Block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.

f. All Other DoD Shipments. Enter the accounting data from the owner's orders. Also, for all ITGBL shipments enter the four-digit TAC shown in the owner's orders. Show the word 'TAC' followed by the four-digit code.

Block 25 - Remarks

a. Export and Import Annotations. For shipments moving by air, originating overseas and destined for CONUS, enter: 'Imported by Air'.

b. Unpacking at Destination. When the carrier does not perform packing services at origin and unpacking services are required at destination, enter 'Unpacking Required at Destination.' This shall apply to NTS and UB shipments when unpacking of UB is requested by the owner and authorized by the transportation office.

c. TGBL Notification

(1) Enter: 'Before effecting delivery to residence or placing in storage, the carrier shall notify the Transportation Office/GSO specified in Block 20'.

(2) BLUE BARK Shipments. Enter: 'Direct Delivery is not authorized. The carrier shall contact the Transportation Office/GSO specified in Block 20 for instructions'.

d. Special Authorization. For shipments made from or consigned to a point not specified in the owner's orders, enter 'Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country)'. For Army shipments, also enter 'Shipment to authorized destination would have been under (enter SDDC rate solicitation number) at a total cost of \$ (enter total charges)'.

e. Administrative Weight Limitation. For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: 'Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)'. (Note: weight limitations for Navy shippers will be listed on the member's orders)

f. NTS. When a shipment is consigned to an NTS facility, enter 'For Non-Temporary Storage.'

g. Firearms. When the shipment contains firearms, enter 'This Shipment Contains Firearms.'

h. Reweigh Required. When it is determined by the Transportation Office/GSO that a reweigh is necessary, or when a reweigh is requested by the owner at origin, the Transportation Office/GSO shall annotate the PPGBL with the words 'REWEIGH REQUIRED'.

Block 26 - Packages. TGBL: Enter '1 LOT'.

Block 27 - Description of Shipments. Enter 'DoD sponsored Household Goods' or 'DoD sponsored Unaccompanied Baggage'.

Block 28 - Weight.

a. TGBL Shipments. The carrier shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of the PBP&E and consumable items (CONS).

b. PBP&E. Shall be weighed separately and the weight shall be inserted in the space provided. If none enter the word "NONE"

c. Consumable Items. Shall be weighed separately and the weight shall be annotated in the space provided for PBP&E weight. CONS shall precede this weight in order to distinguish consumables from professional items.

Blocks 29 and 30 - For Use by Destination Carrier Only. Not applicable.

Block 31 - Tariff or Special Rate Authorities. For OTO shipments, enter 'One-Time-Only' or 'OTO', the carrier's rate tender number, and the OTO rate. For Special Solicitation, enter 'Special Solicitation', the carrier's rate tender number, and the special solicitation rate.

Block 32A - Issuing Officer. Enter the name and title of the Issuing GSO. Signature is not required.

Block 32B - Issuing Office. Enter the GBLOC and full name of the American Embassy or US Consulate issuing the PPGBL.

Block 33A - Name of the Transportation Company. Enter the same information as in Block 1.

Block 33B - Date of Receipt of Shipment. The carrier shall enter the actual date the shipment is picked up.

Block 33C - Signature of Agent/Driver. The carrier/agent or driver shall sign the PPGBL.

Block 33D - PER. If the agent's name is signed by the agent's authorized representative, the initials of the representative shall appear in this block.

Block 34 - For Use by the Paying Officer. The Transportation Office/GSO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The Remarks Block 25 shall be used to fully explain the reason for the excess cost. Block 34 must be marked for all Navy sponsored shipments that include a boat.

Blocks 35A through 35G - Certificate of Carrier Billing for Charges. The carrier authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

Block 36 - Special Services Ordered (Reverse of PPGBL). Any special services authorized shall be entered by the issuing Transportation Office/GSO.

| | | | | | |
|--|--|---|--|---|---------------------------------------|
| U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY | | | | ORIGINAL B/L NO. XX-999,999 | |
| TRANSPORTATION COMPANY (if agent) AIR LAND FORWARDERS TENDERED TO VILNIUS MOVERS | | | | 2. SCAC ALFY | 3. SERVICE CODE 6 |
| 4. SHIPMENT NO. 1 OF 2 | | 5. DATE B/L ISSUED 15-JAN-04 | | | |
| 6. REQUESTED PICKUP DATE 04-Feb-04 | 7. REQUESTED DELIVERY DATE 04-Feb-04 | 8. REQUIRED DELIVERY DATE 12-Apr-04 | 9. IMPORTANT Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1205B, Memorandum Copy, to be furnished to consignee (property owner). | | |
| 10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE DOE, JOHN D. 123-45-6789, SGT E5, PCS, WD 23rd Sig Bn, Albany, GA | | | 11. AUTHORITY FOR SHIPMENT (Order No., Par. No., HO) 12345, HQMC | | 12. DATE OF ORDER 10-Jan-04 |
| 13. EXTRA PICKUP/DELIVERY (Complete address) | | | 14. DEPARTMENT/AGENCY US Marine Corps | | 15. TRANSPORTATION CONTROL NO. |
| 16. RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON REVERSE HEREOF, THE PROPERTY HEREINAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE. | | | 17. FULL NAME OF SHIPPER US EMBASSY, VILNIUS LITHUANIA | | |
| 18. CONSIGNEE (Name and destination delivery address) (See block 13.) SGT JOHN D. DOE/ MARY DOE (SPOUSE) 818 SOMEWHERE STREET (DOUGHERTY) ALBANY, GA 31704 | | | 19. FROM (Complete address of point of pickup) (See block 13.) 22 EMBASSY DRIVE VILNIUS LITHUANIA | | |
| 20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE INSTALLATION AND LOGISTICS DIVISION ATTN: TMO A450 814 RADFORD BLVD STE 20315 ALBANY, GA 31704-0315 | | | 21. BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address) Commanding General Marine Corps Logistics Base (Code 470) Albany GA 31704 | | |
| 22. VIA (Names of interlining carriers) | | | 23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO. | | |
| | | | 24. APPROPRIATION CHARGEABLE M98A | | |
| 25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.) DESTINATION INBOUND PHONE NUMBER: 229-639-5823 BEFORE EFFECTING DELIVERY TO A RESIDENCE OR PLACING IN STORAGE, THE CARRIER WILL NOTIFY THE TO SPECIFIED IN BLOCK 20. | | | | | |

| 26. PACKAGES | | 27. DESCRIPTION OF SHIPMENT* (Specify) | 28. WEIGHT † | FOR USE OF DESTINATION CARRIER ONLY | | |
|---|------|--|--|--|----------|-------------|
| NO. | KIND | | | SERVICES | 29. RATE | 30. CHARGES |
| 1 | LOT | DOD SPONSORED HOUSEHOLD GOODS 6 PCS 1152 CUBE | GROSS 8,279 | LINE-HAUL TRANSPORTATION | | |
| | | | TARE 2,008 | PACKING/UNPACKING | | |
| | | | NET 6,271 | OTHER ACCESSORIAL SERVICES | | |
| | | | † Incl. professional books, papers, and equipment weighing: 115 | TOTAL \$ | | |
| | | | | 31. TARIFF OR SPECIAL RATE AUTHORITIES OTO ALFY3689 \$156.00 | | |
| Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon. B/L NO. XX-999,999 | | | 32a. ISSUING OFFICER (Name and title) Mr./Ms. NAME, GENERAL SERVICES OFFICER | | | |
| CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING 32b. ISSUING OFFICE (Name and complete address) GSO AMERICAN EMBASSY VILNIUS PSC 78 BOX V, APO AE 09723 | | | 33b. DATE OF RECEIPT OF SHIPMENT VRDK | | | |
| 32c. SIGNATURE OF AGENT/DRIVER 33c. PER | | | 34. FOR USE OF PAYING OFFICER (Does not affect carrier charges) UNAUTHORIZED ITEMS EXCESS DISTANCE EXCESS VALUATION EXCESS WEIGHT Other (Explain under remarks) | | | |
| CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT 35a. ON (Date) 35b. AT (Actual delivery point) 35c. THE (Name of delivering carrier) | | | | | | |
| 35d. DELIVERED THIS CONSIGNMENT TO <input type="checkbox"/> STORAGE IN TRANSIT <input type="checkbox"/> RESIDENCE <input type="checkbox"/> COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OSAD REPORT ATTACHED | | | | | | |
| 35e. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges) | | | 35f. SIGNATURE OF CARRIER'S AUTHORIZED AGENT | | | |

Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.

CHAPTER 5

TAB D

SF 1200 GOVERNMENT BILL OF LADING CORRECTION NOTICE

The following provides guidance and instruction in the preparation of the SF 1200 for making alterations and corrections to PPGBLs. This is keyed to the numbered blocks on the Government Bill of Lading Correction Notice (SF 1200).

Unnumbered - Date Notice Prepared. Enter the date the SF 1200 is prepared.

Block 1 - PPGBL Number. Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

Block 2 - Date PPGBL Was Issued. Enter the issue date from Block 5 shown on the PPGBL being corrected.

Block 3 - Total Weight Shown on PPGBL. Enter the total weight from Block 28 shown on the PPGBL.

Block 4 - Origin. Enter the origin address from Block 19 shown on the PPGBL.

Block 5 - Destination. Enter destination address from Block 18 shown on the PPGBL.

Block 6 - Route. Enter route shown in 'VIA', Block 22, on the PPGBL. Leave blank if no route is shown on the PPGBL.

Block 7 - Issuing Office. Enter the name of the activity that issued the PPGBL from Block 32b shown on the PPGBL.

Block 8 - To. Enter name, address, and ZIP code of carrier/activity to which the original SF 1200 is to be sent.

Block 9 - Payment Data. Self-explanatory.

Block 10 - From. Enter name, address, and ZIP code of activity issuing the SF 1200.

Block 11 - Bill of Lading Now Reads. Enter information from the PPGBL, which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

Block 12 - Correct Bill of Lading to Read. Enter information to be shown on the corrected PPGBL.

Block 13 - Authority for Correction. Enter information, which justifies correction.

Block 14 - Remarks. Enter remarks as appropriate pertaining to the correction being made. i.e., owner's name, rank, grade, branch of service, SSN, GBL service code, etc.

Block 15 - Information Copy. Enter name, address, and ZIP code of all the recipients of the completed SF 1200, excluding the addresses shown in Blocks 8 and 10.

Block 16 - Signature and Title of Initiating Official. Self-explanatory.

Block 17 - Carrier Representative Signature. Self-explanatory.

| | | |
|--|------------------------------------|--|
| GOVERNMENT BILL OF LADING CORRECTION NOTICE | | DATE NOTICE PREPARED 01/21/04 |
| 1. GBL NUMBER xx-999,9999 | 2. DATE GBL WAS ISSUED 01/15/04 | 3. TOTAL WEIGHT SHOWN ON GBL 4 pcs/8279 Gross/6271 Net |
| 4. ORIGIN (As shown in "Origin" block on GBL.) 22 Embassy Drive, Vilnius, Lithuania | | 5. DESTINATION (As shown in "Destination" block on GBL.) 818 Somewhere St, Albany, GA |
| 6. ROUTE (Complete routing shown on GBL.) | | 7. ISSUING OFFICE (As shown on GBL under "For use of Issuing Office.") GSO American Embassy, Vilnius PSC 78 Box 4, APO AE 09723 |
| 8. TO: (Name and address of carrier/activity to which directed, including ZIP Code.) All Favorite Movers 414 Favorite Lane Transportville, FL 32207 | | 9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid. a. D.O. VOUCHER NUMBER b. D.O. VOUCHER DATE c. D.O. SYMBOL |
| 10. FROM: GSO American Embassy Vilnius PSC 78 Box 4, APO AE 09723 | | |
| 11. BILL OF LADING NOW READS (Show the information as it reads prior to correction.) Block 6 & 7 - 04-Feb-04 Block 8 - 12-Apr-04 Block 28 - Weight, Professional Books, papers and equipment weight: 115 lbs | | 12. CORRECT BILL OF LADING TO READ (Show how the corrected information should read.) Block 6 & 7 - 13-Feb-04 Block 8 - 28-Apr-04 Block 28 - Weight, Professional Books, Papers and Equipment weight: 145 lbs |
| 13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making the change.) DOD 4500.9R | | |
| 14. REMARKS (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.) Doe, John D., Sgt, 123-45-6789, USMC, Code 6 Member requested change of pickup date. | | |
| 15. INFORMATION COPY TO (Name and address, including ZIP Code.) Carrier Destination TO Disbursing Office File | | 16. SIGNATURE AND TITLE OF INITIATING OFFICIAL GSO American Embassy Vilnius PSC 78 Box 4 APO AE 09723 17. CARRIER REPRESENTATIVE'S SIGNATURE (Require when notice is initiated by shipper and transportation charges are affected.) |

NSN 7540-01-140-5524

STANDARD FORM 1200 (8-82)
Prescribed by GSA, FPMR (41 CFR) 101-11.3

CHAPTER 5

TAB E

U.S. CUSTOMS FORMS DD FORMS 1252 AND 1252-1

UNITED KINGDOM CUSTOMS FORM DD FORM 1434

These instructions should assist you in completing the DD Form 1252 and DD Form 1252-1.

For household goods, unaccompanied baggage and privately owned vehicles to enter the Customs Territory of the U.S., the member or employee must complete and sign a DD Form 1252, US Customs Declaration For Personal Property Shipments.

If a shipment contains firearms, the member or employee must also complete a DD Form 1252-1, US Customs Declaration For Personal Property Shipments. A copy of any supporting importation documents (e.g., ATF Form 6-Part II, Application and Permit for Importation of Firearms, Ammunition and Implements of War, for members and ATF Form 6-Part I, Application and Permit for Importation of Firearms, Ammunition and Implements of War, for employees should be attached to all copies.

The transportation office/GSO should ensure all blocks in Part I, Household Goods, Unaccompanied Baggage and Privately Owned Vehicles are completed.

To (overseas POE/APOE): Leave Blank

Section A - Owner's Customs Declaration.

Name, Grade/Rank, Social Security Number: Self-explanatory

Unit Address: Enter the military member/civilian employees unit of assignment including the APO number.

Address in U.S.: This is the military member/civilian employee's destination address where item(s) will be sent.

Declaration For: (Place an 'X' in the appropriate block).

Section B - Military Customs Inspectors Certificate.

The Military Customs Program was disestablished in 1996. Therefore, this section is not applicable.

Section C - Overseas Port Shipment Data.

This section leave blank.

If a personal property shipment contains firearms, the member must complete all applicable Blocks in Part II, Firearms and Ammunition, DD Form 1252-1.

| | | |
|--|---|--|
| US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS | WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution. | CUSTOMS DECLARATION NUMBER |
| DATA REQUIRED BY THE PRIVACY ACT OF 1974 | | |
| AUTHORITY: 19 U.S.C. 1498 PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides customs inspector's stamp. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through customs, pending positive identification. | | |
| PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES | | |
| 1. TO: <i>(Overseas POE/APOE)</i> | 2. FROM: <i>(Military Customs Inspector)</i> | |
| SECTION A - OWNER'S CUSTOMS DECLARATION | | |
| 3. NAME <i>(Last, First, Middle Initial) (Print or type)</i> | 4. GRADE | 5. SOCIAL SECURITY NUMBER |
| 6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i> | | 7. ADDRESS IN US <i>(Include ZIP Code)</i> |
| 8. DECLARATION FOR: <i>(X appropriate item) (Attach copy of orders)</i> <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE | | |
| 9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below <i>(with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry)</i> or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items is to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for <i>(State number)</i> members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of customs declaration forms: Alcohol beverages <i>(State number)</i> Cigars <i>(State number)</i> ; and (7) I have been serving overseas under competent US Government orders and was: <i>(Check appropriate item below)</i> | | |
| a. Assigned to permanent duty overseas. b. Required to perform temporary duty overseas for 140 days or more. c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more. d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders. e. Directed to evacuate myself, family, or personal property to the United States. f. Directed to ship personal property in advance of the issuance of travel orders. | | |
| 10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATIONS 5030.49R AND OVERSEAS INSTRUCTIONS. | | |
| a. SIGNATURE OF OWNER | | b. DATE <i>(YYYYMMDD)</i> |
| SECTION B - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE | | |
| 11. I CERTIFY THAT: (1) I have <input type="checkbox"/> inspected <input type="checkbox"/> examined the personal property in <i>(State number)</i> outer container(s) or vehicle covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized Government property is contained in the shipment; (3) Regulations relative to quantities, disinfection, keys, labeling, or tagging, and certificates have been complied with; and (4) the property in the shipment is being forwarded to the United States pursuant to competent US Government orders which I have examined and the correct item namely a, b, c, d, e, or f is checked above. Serial numbers of seal(s) <i>(Give numbers)</i> affixed to container(s). | | |
| a. MILITARY CUSTOMS INSPECTOR'S STAMP | b. NAME OF MILITARY CUSTOMS INSPECTOR <i>(Last, First, Middle Initial)</i> | c. GRADE |
| | d. SIGNATURE | e. DATE <i>(YYYYMMDD)</i> |
| 12. REMARKS <i>(Indicate (a) Reason for absence of owner's signature if not shown. (b) Kind, quantity and disposition of articles withdrawn from shipment. (c) Prohibited, restricted or apparently dutiable articles remaining in shipment and location (container number): ALSO, draw a diagonal red line across face of form.)</i> | | 13. FOR USE OF US CUSTOMS OFFICERS ONLY |
| SECTION C - OVERSEAS PORT SHIPMENT DATA | | |
| 14. NAME OF CARRIER | | 15. VOYAGE OR FLIGHT NO. |

DD FORM 1252, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION *(X one):*
☐ 1
☐ 2

- 1 Attach to Manifest
- 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container

☐ 3
☐ 4
☐ 5

- 3 Origin Transportation Office file
- 4 Owner
- 5 Military Customs Inspector file

| US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS | | WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution. | | CUSTOMS DECLARATION NO. <i>(For Issuing Office Use)</i> | | |
|---|------|--|---|--|-------|---------------|
| DATA REQUIRED BY THE PRIVACY ACT OF 1974 | | | | | | |
| AUTHORITY: 19 U.S.C. 1498. PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides Customs Inspector's stamp. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through customs, pending positive identification. | | | | | | |
| PART II - FIREARMS AND AMMUNITION | | | | | | |
| 1. TO: <i>(Overseas POE/APOE)</i> | | | 2. FROM: <i>(Military Customs Inspector)</i> | | | |
| SECTION D - OWNER'S CUSTOMS DECLARATION <i>(Attach copy of orders)</i> | | | | | | |
| 3. NAME <i>(Last, First, Middle Initial) (Print or type)</i> | | | 4. GRADE | 5. SOCIAL SECURITY NUMBER | | |
| 6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i> | | | 7. ADDRESS IN UNITED STATES <i>(Include ZIP Code)</i> | | | |
| 8. I DECLARE THAT: (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use; (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under US Government orders and am traveling under orders for (or to): <i>(X appropriate item below)</i> | | | | | | |
| a. TDY or PCS to the United States or enroute to another overseas duty station | | | | | | |
| b. PCS to the United States from overseas. | | | | | | |
| c. PCS from overseas to a restricted overseas area where firearms are prohibited and personal property is being returned to the US. | | | | | | |
| d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty <i>(separation or</i> | | | | | | |
| e. PCS from a combat area or a combat zone to the United States. | | | | | | |
| f. TDY to the United States from overseas. | | | | | | |
| g. TDY or PCS to the United States from overseas. | | | | | | |
| COMPLETE APPROPRIATE CERTIFICATE OR DECLARATION BELOW | | | | | | |
| 9. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES | | | | | | |
| Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States <i>(Including possessions thereof)</i> at <i>(Place of exit)</i> _____ on or about <i>(YYYYMMDD)</i> _____ and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below. | | | | | | |
| 10. CERTIFICATION UNDER REVENUE RULING 69-309 <i>(Applicable for Rifles/Shotguns/Ammunition when qualified. See provisions on back.)</i> | | | | | | |
| Under the penalties of perjury I hereby declare that I now am or have been on active duty outside the United States within 60 days immediately preceding this importation; that I am returning to the United States from a permanent overseas duty station; that the transportation to and the receipt and possession by me at my place of residence or new permanent duty station located at <i>(City)</i> _____ <i>(State)</i> _____ of the firearm(s) and/or ammunition described on the attached ATF Form 6A (Firearms) would not constitute any violation of Title I, State Firearms Control Assistance (U.S.C., Title 18, Chapter 44), or Title VII, Unlawful Possession or Receipt of Firearms (82 Stat. 236) of the Omnibus Crime Control and Safe Streets Act of 1968 (82 Stat. 197) or Section 414 of the Mutual Security Act of 1954 (78 Stat. 848) or any applicable state law or published ordinance. <i>(A Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) will be attached). Indicate as code "B" in description below.</i> | | | | | | |
| 11. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROD AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER. Indicate as code "C" in description below. Evidence of such acquisitions will be attached. | | | | | | |
| 12. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 OR 11 ABOVE. An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below. | | | | | | |
| 13. DESCRIPTION OF FIREARMS OR AMMUNITION <i>(List additional firearms/ammunition in Remarks, on back.)</i> | | | | | | |
| a. FIREARMS | | | | | | |
| ITEM | CODE | MANUFACTURER | COUNTRY OF MANUFACTURE | CALIBER SIZE OR GAUGE | MODEL | SERIAL NUMBER |
| (1) | | | | | | |
| (2) | | | | | | |
| (3) | | | | | | |
| (4) | | | | | | |
| (5) | | | | | | |
| (6) | | | | | | |
| (7) | | | | | | |
| b. AMMUNITION | | | | | | |
| ITEM | CODE | TYPE | QUANTITY | CALIBER | | |
| (1) | | | | | | |
| (2) | | | | | | |
| (3) | | | | | | |
| (4) | | | | | | |
| (5) | | | | | | |
| (6) | | | | | | |
| 14. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 5030.49R AND OVERSEAS INSTRUCTIONS. | | | | | | |
| a. SIGNATURE OF OWNER | | | | b. DATE <i>(YYYYMMDD)</i> | | |

DD FORM 1252-1, SEP 1998

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| SECTION E - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE | | |
|--|---|----------------------------------|
| <p>15. I CERTIFY THAT: (1) I have inspected the firearms and ammunition in (State number) _____ outer container(s) covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized firearms/ammunition is contained in the shipment; (3) Regulations relative to quantities, declarations, and certificates have been complied with; and (4) The firearms and ammunition in the shipment are being forwarded to the United States pursuant to competent United States Government orders which I have examined and the correct item namely 1a, b, c, d, e, f, or g is checked above.</p> <p>Serial Number(s) of Seal(s) (Give numbers) _____ affixed to container(s).</p> | | |
| <p>a. MILITARY CUSTOMS INSPECTOR STAMP</p> | <p>b. NAME OF MILITARY CUSTOMS INSPECTOR (Last, First, Middle Initial)</p> | <p>c. GRADE</p> |
| | <p>d. SIGNATURE</p> | <p>e. DATE (YYYYMMDD)</p> |
| SECTION F - OVERSEAS PORT SHIPMENT DATA | | |
| <p>16. NAME OF CARRIER</p> | <p>17. VOYAGE/FLIGHT NO.</p> | |
| <p>18. REMARKS</p> | | |
| REVENUE RULING 69-309 | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>The requirement that an import permit be obtained for each firearm to be imported by military members has been relaxed somewhat by Revenue Ruling 69-309, which was published on 9 June 1968. This ruling allows members of the US Armed Forces under conditions set forth below, to import up to three rifles or shotguns, excluding surplus military, and up to 1000 rounds of ammunition without obtaining an import permit. The waiver provided by this Ruling does not include handguns. A permit for each handgun to be imported must be obtained.</p> <p>The conditions specified in Revenue Ruling 69-309 are as follows:</p> <p>(1) The member of the US Armed Forces is on active duty outside the United States or has been on active duty outside the United States within the 60-day period immediately preceding the transportation, shipment, receipt or importation;</p> <p>(2) The importation consists of rifles or shotguns or any combination thereof (excluding any firearm coming within the purview of the National Firearms Act and any firearm of military surplus origin) not to exceed a total of three, and not more than 1,000 rounds of ammunition for rifles and shotguns (excluding</p> </div> <div style="width: 45%;"> <p><i>tracer and incendiary ammunition</i>) when these firearms or ammunition are on the person of a returning member of the US Armed Forces or with his baggage or effects, whether accompanied or unaccompanied (but not mailed unless they are included in unaccompanied baggage or effects which are officially shipped through the mails by a Transportation Officer of the US Armed Forces incident to a permanent change of duty);</p> <p>(3) The rifles and shotguns and ammunition are being transported, shipped, received and imported into the United States to the place of residence, and are intended for the personal use of the member of the US Armed Forces importing them;</p> <p>(4) The importation is incident to the return of the importer to a permanent duty station in the United States from a duty station abroad, or his release from active duty;</p> <p>(5) The importer of the firearms and ammunition completes, and he or his authorized agent furnishes to the Customs Officer releasing the firearms and ammunition, a Form 6A (Firearms) pursuant to 26 CFR, 178.114(b) and a certification. (The certification on the front of this form may be used for this purpose.)</p> </div> </div> | | |

DD FORM 1252-1 (BACK), SEP 1998

Reset

**UNITED KINGDOM (UK) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS
OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK**

| | | |
|---|-------------------------------------|---------------------------------------|
| 1. MEMBER | | 2. DATE PREPARED (YYYYMMDD) |
| a. TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i> | b. RANK OR GRADE | |
| 3. ORIGIN TRANSPORTATION OFFICE | 4. UK DUTY STATION AND ORGANIZATION | |
| 5. DECLARATIONS Before completing this form, review PPCIG, Vol. II, General Instructions, United Kingdom and the listing of prohibited and restricted items on the reverse of this form. <i>(X the appropriate boxes below.)</i> | | |
| WARNING: Severe penalties can be imposed for false declarations. | | |
| a. THIS IS A: <input type="checkbox"/> HOUSEHOLD GOODS SHIPMENT <input type="checkbox"/> UNACCOMPANIED BAGGAGE SHIPMENT | | |
| b. DOES THIS SHIPMENT CONTAIN WEAPONS OF ANY KIND? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INCLUDE MAKE, MODEL, AND SERIAL NUMBER OF ALL WEAPONS HERE. | | |
| c. DOES THIS SHIPMENT CONTAIN ANY ITEMS THAT FALL WITHIN THE LIST OF RESTRICTED ITEMS <i>(Listed on back)?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS HERE. | | |
| d. DOES THIS SHIPMENT CONTAIN A MOTORCYCLE OR MOPED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INCLUDE MAKE, MODEL, AND SERIAL NUMBER HERE. | | |
| e. I, the undersigned, ordered to duty in the United Kingdom in service of U.S. Forces, hereby declare that the goods imported into the UK are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charges, I agree not to dispose of them to non-members of the U.S. Forces while I remain in the United Kingdom. I have been fully briefed on the completion of DD Form 1434 and have read the notes on the reverse of this form. The declarations made by me are to the best of my knowledge true and correct. | | |
| (1) TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i> | (2) RANK OR GRADE | (3) SIGNATURE |

DD FORM 1434, JUN 2002

PREVIOUS EDITION IS OBSOLETE.

Reset

PROHIBITED ITEMS:

These items cannot be shipped into the UK. Do not include these items in your shipment.

- a. Controlled Drugs - includes opium, heroin, morphine, cocaine, cannabis, amphetamines, and lysergic acid (LSD).
- b. Weapons - Licenses are not obtainable for these weapons in the UK (see PPCIG, Vol. II, General Instructions - United Kingdom for permitted firearms). All prohibited weapons are seized and destroyed by Her Majesty's Customs and Excise (HMCE) officials. Prohibited weapons include:
 - (1) Mace and tear gas.
 - (2) Flick (switchblade) knives, butterfly knives, sword sticks, knuckle dusters, telescopic truncheons and some types of martial arts equipment.
 - (3) All handguns (pistols/revolvers). NOTE: Possession of handguns is an offense punishable by a lengthy prison sentence.
 - (4) Burst fire weapons (includes fully automatic firearms).
 - (5) Self-loading (includes semi-automatic firearms).
 - (6) Pump action rifles (except those chambered for .22 RIM fire ammunition).
 - (7) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns).
 - (8) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols, and belt buckle pistols).
 - (9) Stun guns.
- c. Ammunition and explosives; includes fireworks.
- d. Meat, poultry, and animal products (whether cooked or not), including ham, bacon, sausage pate, eggs and milk.
- e. Plants, parts thereof, and plant produce including trees and shrubs, potatoes, and certain other vegetables, fruit, bulbs, and seeds.
- f. Counterfeit coins and bank notes.
- g. Sexually explicit material - prohibited material portrays scenes of explicit sexual activity (i.e. anal fisting, bestiality, bondage, coprophilia, defecation, enemas (use of), fisting, insertion of an object, masochism, necrophilia, pedophilia, sadism, sado-masochism, scatphagy, urolangnia, and vaginal fisting). In addition, prohibited material includes anything consisting of indecent photographs of children under 16, and scenes of excessive violence toward people or animals. The restriction applies to all mediums (videotapes, magazines, cinematographic films, computer disks, CD ROM, laser disk, etc.).

h. Material depicting violence - This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. Comparisons should not be made with scenes shown at the movie theater. The criteria applied to films for presentation in movie theaters is not as strict as for video material where access by children cannot be effectively controlled. The restriction applies to all mediums (video tapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

- i. Radio transmitters.

RESTRICTED ITEMS:

These items should not be shipped without consulting the appropriate UK agency listed in the PPCIG General Instruction pages, or HQ 3AF/LGTT for further details.

- a. All firearms not listed in the prohibited category (see PPCIG, Vol. II, General Instructions, United Kingdom).
- b. Gas pistols, BB pistols, and similar weapons.
- c. Wood with bark attached.
- d. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them.
- e. Wildlife trophies - (deer antlers, moose racks, elk horns, etc.). Prior to shipment of these items in the restricted category personnel should contact the Department of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ, United Kingdom, for permission to import these items. Failure to do so could delay clearance of the shipment on arrival. (NOTE: the term stuffed animals in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items).

To obtain further information on prohibited or restricted items, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, United Kingdom, or fax 011-44-1553-767140.

CHAPTER 5

TAB F

DISTRIBUTION OF FORMS/DOCUMENTS

1. DD Form 1299
 - a. Original - remains in member's shipment file
 - b. Copies
 - Member
 - Carrier
 - Destination TO/GSO
2. DD Form 1797
 - a. Original - remains in member's shipment file
 - b. Copy
 - Member
3. Personal Property Government Bill of Lading
 - a. Original + 3 copies to Carrier
 - b. Copy
 - Destination TO/GSO
 - Remains in member's shipment file
 - Member
4. Customs Forms
 - a. Original + 2 copies to Carrier
 - b. Copy
 - Destination TO/GSO
 - Remains in member's shipment file
 - Member

(NOTE: DD Form 1434 requires original ink signature on each copy)

5. Member Orders
 - Copy to carrier
 - Member's shipment file
 - Destination TO/GSO

APPENDIX A

Organization Key Points of Contact

1. Program addresses and telephone numbers for information and assistance are:

HQ SDDC

(1) Deputy Chief of Staff for Passenger and Personal Property

Commander
Surface Deployment and Distribution Command
ATTN: SDPP
200 Stovall Street
Alexandria, VA 22332-5000

Telephones:

OTO's: COML (703) 428-3283
POV's: COML (703) 428-3277
Quality: COML (703) 428-3279
FAX: COML (703) 428-3388
DSN: 328-XXXX
Msg address: CDRSDDC ALEXANDRIA VA//SDPP-PO//

** For all other general questions please contact the State Department , Washington DC, at (202) 647-0209 (gibsonas@state.gov)

(2) Pacific Area

SDDC Pacific
Building 204
Wheeler Army Air Field
Schofield Barracks, HI 96857-5008

Telephones: COML (808) 656-3741/3141/3331
FAX: COML (808) 656-7020
DSN: (315) 456-xxxx
Msg address: CDR599THTRANSOPTML WHEELER AAF HI//SDPC-P//

(3) European Area

SDDC Personal Property Office
ATTN: SDPP-PO-E
Unit 30400

APO AE 09131-0400

Telephone: COML: 011-49-711-680-5558/7145/5167
FAX: COML: 011-49-711-680-5203
DSN: 314-430-XXXX
Msg address:

2. Entitlements

a. Army

HQDA (DALO-FPT)
Washington DC 20310-0500

Telephone: COML: (703) 614-4362
FAX: COML: (703) 614-4064
DSN: 224-XXXX
E-mail address:

b. Navy

Naval Supply Systems Command
5450 Carlisle Pike
PO Box 2050, Code 53
Mechanicsburg, PA 17055-0791

Telephone: COML: (717) 790-6725
FAX: COML: (717) 790-5854
DSN: 430-xxxx
E-mail address:

c. Air Force

HQ USAF/ILTT
1030 Air Force Pentagon
Washington DC 20330-1030

Telephone: COML: (703) 697-5978/1078
FAX: COML: (703) 695-6799
DSN: 225-xxxx
E-mail address:

d. U.S. Marine Corps

Commandant of the Marine Corps (LFT-3)
2 Navy Annex

Washington, DC 20380-1775

Telephone: COML: (703) 695-7762/7765
FAX: COML: (703) 695-8160
DSN: 225-XXXX
E-mail address:

e. U.S. Coast Guard

Commandant (G-WPM-2)
2100 2nd Street, SW
Washington DC 20593-0001

Telephone: COML: (202) 267-2209/2247
FAX: COML: (202) 267-4823
E-mail address:

3. Schools

a. Army

U.S. Army Transportation School
ATTN: ATSP-TDD
Fort Eustis, VA 23604-5408

Telephone: COML: (757) 878-5408
FAX: COML: (757) 878-4603
DSN: 927-XXXX

b. Air Force

345th Training Squadron
1015 Femoyer Street
Lackland AFB, TX 78236

Telephone: COML: (210) 671-3603
FAX: COML: (210) 671-3314
DSN: 473-XXXX

4. Claims Points of Contact:

AIR FORCE CLAIMS

31 FW/JA
Unit 6140 Box 115
APO AE 09604-0115

(Attn: Claims)

Tel: COML: (39) 0434-66-7844
Fax: COML: x7610
DSN: 632-4767/7844

ARMY CLAIMS

HQ 21 TSC
Office of the OSJA,
Kaiserslautern Law Center
Unit 23203
APO AE 09263
(Attn: Claims)

Tel: COML: (49) 631-411-8414/8336
Fax: COML: x8902
DSN: 483-8414/8336

NAVY CLAIMS

US Naval Legal Services Office
PSC 817 Box 8
FPO AE 09622
(Attn: Claims)

Tel: COML: (39)-081-568-4585
Fax: COML: x4577
DSN: 626-4585-4588

For Navy claims to obtain claims package for filing claims go to website
<http://www.jag.navy.mil/html/NLSOEURSWAMainIntro.htm>

MARINE CORPS CLAIMS

Headquarters, US Marine Corps
Manpower and Reserve Affairs
Code MKM Claims
3280 Russell Road
Quantico, VA 22134

Tel: COML: 706-784-9533

APPENDIX B

TABLE OF PERMANENT CHANGE OF STATION WEIGHT ALLOWANCES

TABLE OF JOINT FEDERAL TRAVEL REGULATIONS WEIGHT ALLOWANCES (POUNDS)

| GRADE | PCS WITHOUT DEPENDENTS | PCS WITH DEPENDENTS | TDY/TAD WEIGHT ALLOWANCE |
|---------|---------------------------|------------------------|--------------------------------|
| O-10 | 18,000 | 18,000 | 2,000 |
| O-9 | 18,000 | 18,000 | 1,500 |
| O-8 | 18,000 | 18,000 | 1,000 |
| O-7 | 18,000 | 18,000 | 1,000 |
| O-6 | 18,000 | 18,000 | 800 |
| O-5 | 16,000 | 17,500 | 800 |
| O-4/W-4 | 14,000 | 17,000 | 800 |
| O-3/W-3 | 13,000 | 14,500 | 600 |
| O-2/W-2 | 12,500 | 13,500 | 600 |
| O-1/W-1 | 10,000 | 12,000 | 600 |
| E-9 | 12,000 | 14,500 | 600 |
| E-8 | 11,000 | 13,500 | 500 |
| E-7 | 10,500 | 12,500 | 400 |
| E-6 | 8,000 | 11,000 | 400 |
| E-5 | 7,000 | 9,000 | 400 |
| E-4 | 7,000 | 8,000 | 400 |
| E-3 | 5,000 | 8,000 | 400 |
| E-2 | 5,000 | 8,000 | 400 |
| E-1 | 5,000 | 8,000 | 400 |

Civilian Employee Entitlements are specified in orders

APPENDIX C

REPORTING LOSS AND/OR DAMAGE IN SHIPMENT

1. Action to be taken at time of delivery The Carrier will provide the DD Form 1840/1840-R at time of delivery. Each item should be carefully checked off on the inventory as it is unpacked. List all loss or damaged items in block 13 of the DD Form 1840. All damage and /or loss noticed at delivery should be identified on the DD Form 1840 by inventory number, name or item description, and type of damage(or loss). Missing items should be described and listed by inventorynumber. If sufficient space is not available in block 13 to list all damage and/or missing items, the carrier should provide a continuation sheet. The carrier will then provide the member 3 copies of this form.
2. Actions to be taken when loss/damage discovered after carrier leaves. If additional damage/loss is discovered after the delivery agent leaves, annotate that loss/damage on the reverse of the DD Form 1840, the DD Form 1840R. This form must be turned into the claims office within 70 days after delivery. Claims offices are listed in Appendix A of this booklet. **DO NOT SEND COPIES OF THE DD FORM 1840/1840R TO THE CARRIER OR CARRIER'S AGENT.** Claims offices for all services are equipped to handle claims through the mail.